

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 7040.7
Pers-712
28 AUG 1991

BUPERS INSTRUCTION 7040.7

From: Chief of Naval Personnel
To: All Ships and Stations

Subj: FINANCIAL MANAGEMENT GUIDE FOR PERMANENT CHANGE OF STATION
TRAVEL (RESERVE PERSONNEL, NAVY)

Encl: (1) Subject guide

1. Purpose. To provide procedures for administration and accounting for costs incident to permanent change of station (PCS) travel under the Reserve Personnel, Navy (RPN) (TAR) appropriation (17 *1405.225-).

2. Cancellation. NAVMILPERSCOMINST 7040.2A.

3. Applicability. This instruction is for use by all personnel engaged in the various aspects of managing PCS station travel. Information contained here is for guidance in matters under the cognizance of the Chief of Naval Personnel and should be referred to when preparing documents authorizing PCS travel. Instruction contained in this guide DOES NOT apply to (1) PCS travel chargeable to appropriations other than "Reserve Personnel, Navy (RPN) (TAR)"; (2) travel resulting from temporary additional duty (TAD) assignments; and (3) per diem paid to members undergoing training of less than 20 weeks in connection with PCS moves. All costs for per diem for training of less than 20 weeks incident to a PCS move will be charged directly to the Operation and Maintenance, Navy (O&MN) appropriation.

4. Maintenance and Revision. The Chief of Naval Personnel will keep this instruction current and provide for appropriate changes, as required. Recommendations for changes should be submitted to the Bureau of Naval Personnel (Pers-71), Navy Department, Washington, D.C. 20370-5000.

5. Form. NAVPERS 7041/1 (Rev. 10-84), PCS Travel, S/N 0106-LF-070-4106, may be procured from the Navy supply system utilizing requisitioning procedures contained in NAVSUP P-2002D, Navy Stock List of Publications and Forms.

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FINANCIAL MANAGEMENT GUIDE
FOR
PERMANENT CHANGE OF STATION (PCS) TRAVEL
(RESERVE PERSONNEL, NAVY (RPN) (TAR))

(THIS GUIDE APPLIES TO TRAINING AND ADMINISTRATION OF
RESERVES (TAR PROGRAM) PERSONNEL ONLY)

(FOR REGULAR NAVY PERSONNEL (MPN) PLEASE REFER TO BUPERSINST 7040.6)

Enclosure (1)

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RECORD OF CHANGES

This guide will be maintained by the issuance of changes or advance changes. Changes shall be inserted upon receipt and a record of such entry will be made in the spaces provided below:

Change No.	Date of Change	Date Entered	By whom entered

CHAPTER I - SECTION I

INTRODUCTION

Permanent change of station travel programs involve the annual spending of millions of defense dollars for transportation of military personnel and their dependents and movement of their personal property between old and new permanent duty stations. The active interest shown by committees of Congress and key personnel of the Department of Defense has placed a great deal of emphasis on proper fiscal administration of permanent change of station funds. The Chief of Naval Personnel has been charged with the responsibility for maintaining optimum management control over the Navy's share of these dollars. The instructions and procedures contained in this guide are issued for the information and compliance of all personnel engaged in administering and accounting for permanent change of station travel funds under the Reserve Personnel, Navy (RPN) (TAR) appropriation (17 *1405.225-).

CHAPTER I - SECTION II

DEFINITIONS - CLASSIFICATIONS

The following definitions apply only to this guide and do not supersede any definitions for entitlement in the Joint Federal Travel Regulations (JFTR) or Navy Travel Instructions (NTI).

Assignment Directive. Any official communication which directs PCS orders to be issued for enlisted personnel. The transfer directive may be an enlisted data card (1A), an Enlisted Personnel Action Document (EPAD), message, NAVGRAM, or broad directive issued in a publication or instruction. The authority to issue transfer directives comes from the Chief of Naval Personnel and is delegated to a few commands.

Availability Report. A report submitted to the Chief of Naval Personnel or to the Enlisted Personnel Management Center by any command in the UNITED STATES or OVERSEAS which makes an enlisted member available for assignment or reassignment as governed by the Enlisted Transfer Manual (NAVPERS 15909C).

Customer Identification Code (CIC). An eight-character code which describes the move. It must appear on all personnel and/or financial documents relating to a permanent change of station. Instructions for creating the CIC are in Chapter II - Section IV.

Month of Detachment (MOD). The month and fiscal year a member is scheduled to detach from their last permanent duty station.

Operating Target Manager/Detailer Code. The official who administers specific types or portions of PCS travel funds.

Permanent Change of Station Move. The transfer or assignment of a member from one permanent duty station to another permanent duty station. This includes the change from home, or from the place from which ordered to active duty, to first permanent duty station upon appointment, call to active duty, enlistment, or induction, and from last permanent duty station to home or the place from which ordered to active duty upon separation from the service, placement on the temporary disability retired list, release from active duty, or retirement. It also includes an authorized change in homeport of a ship, ship-based staff, permanent station of a mobile unit, or relocation of a shore-based activity.

Permanent Duty Station. The official station (including the homeport of a ship or a ship-based staff insofar as transportation of dependents and shipment of personal property is concerned) to which a member is assigned or attached for duty other than "temporary duty" or "temporary additional duty," the limits of which will be the corporate limits of the city or town where the member is stationed. If not stationed in an incorporated city or town, the official station is the reservation, station or established area, or the established subdivision of a large reservation where definite boundaries within which the designated post of duty is located. When a member is transferred or assigned under permanent change of station orders to a school or installation AS A STUDENT and when the cumulative duration of the orders is 20 weeks or more in the same geographic area, this school or installation is a permanent duty station.

Purpose Identification Code (PIC). A code which identifies (1) the purpose of the permanent change of station, (2) whether the move involves overseas travel, and (3) whether the member is an officer or enlisted. (See classification below.)

Rank or Rate Code. A one-character alpha code which designates the rank or rate of the member involved in a PCS move. These codes are in Chapter II - Section IV (see page 2-71).

Temporary Duty Station. A station other than a permanent duty station where a member performs temporary duty under orders which provides for further assignment, or pending further assignment to a new permanent duty station. A temporary duty assignment normally does not exceed 6 months.

Transportation Account Code (TAC). A code that identifies the account chargeable for the shipment of personal property within the Defense Transportation System (DTS).

NAVPERS 7041/1, PCS Travel. A questionnaire completed by all personnel who are transferred, appointed, commissioned, ordered to active duty, released from active duty, retired, separated, enlisted, re-enlisted or are resigning and, therefore, are involved in a PCS move.

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CLASSIFICATIONS

Land Travel. Movement between activities:

(1) Within Continental United States (CONUS), including movements to and from ships homeported in CONUS, regardless of deployment of a ship or mobile unit.

(2) Overseas, when no transoceanic (across the sea) travel is involved.

NOTE: Alaska and Hawaii are treated as outside the United States for purposes of this classifications.

To and From Overseas. Movements between:

(1) CONUS activities and overseas activities, including movements to or from ships homeported or mobile units located overseas, regardless of deployment of ship or mobile unit.

(2) Overseas activities if transoceanic (across the sea) travel is involved.

NOTE: Alaska and Hawaii are treated as outside the United States for purposes of this classifications.

Accession Travel

Officers. Movements from home or place of acceptance of commission to first duty station including any authorized temporary duty/temporary duty under instructions en route.

Enlisted Recruits. Movements from U.S. Navy Recruiting Districts/Military Entrance Processing Stations (MEPS), home, or place from which ordered to active duty to recruit training center and to first permanent duty station after recruit training including any other authorized temporary duty/temporary duty under instruction en route.

Enlisted (Other than Recruits). Movements from MEPS, home or place from which ordered to active duty to first permanent duty station when no recruit training is involved including any authorized temporary duty/temporary duty under instruction en route. (This includes the Enlisted Officer Candidate Programs, such as Aviation Officer Candidate (AOC), Officer Candidate School (OCS), Navy Flight Officer Candidate (NFOC), and Nuclear Petty Officer Candidate (NUPOC).)

NOTE: If the FIRST permanent duty station is a school at which the course (or courses) of instruction is of a cumulative duration of 20 weeks or more, this move is classified as ACCESSION travel.

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Training Travel

Officers and Enlisted. Movements from last permanent duty station within CONUS to duty under instruction at a school or installation for a period of 20 weeks or more duration within CONUS, and movements from last permanent duty station to duty under instruction at a school or installation located within an overseas area when no transoceanic (across the sea) travel is involved. This includes all movements from duty under instruction (even though the member does not complete the scheduled course) at such school or installation to the next permanent duty station in CONUS/overseas when no transoceanic (across the sea) travel is involved, and any authorized temporary duty/temporary duty under instruction to and from the school or installation. This includes travel as required to join or depart from a deployed ship or mobile unit. When the school or installation is the member's first permanent duty station, then the move is classified as ACCESSION Travel.

Operational Travel Between Duty Stations, Land (General)

Officers and Enlisted. Movements to and from permanent duty stations located within CONUS and movements to and from permanent duty stations located within an overseas area when no transoceanic (across the sea) travel is involved, including any authorized temporary duty/temporary duty under instruction en route, EXCLUDING movements to or from schools with a course of instruction of 20 weeks or more duration or movements of organized units. This includes travel as required to join or depart from a deployed ship or mobile unit.

Operational Travel, Land (Miscellaneous)

Officers and Enlisted. Travel of dependents and movements of personal property within CONUS under circumstances where the member IS NOT issued a PCS order or for member who has been interned, missing, or captured and for evacuation within CONUS due to unusual emergency circumstances such as war, riots, national or natural disasters, epidemics, or similar conditions of comparable magnitude. (Refer to JFTR, Vol. 1 - Chapter 5, Parts C, D, E, F and Chapter 6, Part B.)

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Rotational Travel To and From Overseas (General)

Officers and Enlisted. Movements between a permanent duty station within CONUS and a permanent duty station overseas when transoceanic (across the sea) travel is involved, including any authorized temporary duty/temporary duty under instruction en route, INCLUDING movements to and from schools with a course of instruction of 20 weeks or more duration (excluding movements of organized units).

Rotational Travel To and From Overseas (Miscellaneous)

Officers and Enlisted. Travel of dependents and movements of personal property under unusual or emergency circumstances where member is NOT issued a PCS order, or for member who has been interned, missing or captured. (Refer to JFTR Vol. 1 - Chapter 5, Parts C, D, E and F.)

Rotational Travel To and From Overseas (Evacuation)

Officers and Enlisted. Transportation of dependents and shipments of personal property incident to an evacuation. (Refer to JFTR, Vol. 1 - Chapter 6.)

Separation Travel

Officers and Enlisted. Movements from last permanent duty station, regardless of location (including transfer to an intermediate activity for processing) to home of record, place of entry into service, or to home of selection when authorized and movements of dependents and/or shipment of property of a member who is deceased. (Refer to JFTR, Vol. 1 - Chapter 5, Parts C, D, E and F.)

Travel of Organized Units

Officers and Enlisted. Movements resulting from a change of homeport of a ship, or ship-based staff, from a change in the permanent duty station of a mobile unit, or from relocation of a shore-based activity.

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CHAPTER II - SECTION I ILLUSTRATION

THE FOLLOWING SCHEMATIC SHOWS THE EXACT
SEQUENCE AND FORMAT FOR A CUSTOMER
IDENTIFICATION CODE (CIC) AS IT SHOULD
APPEAR IN A MEMBER'S ORDERS:

	<u>AR</u>	<u>AS3</u>	<u>/1/2/5</u>
OPTAR MANAGER (FOR ENLISTED)-----			
DETAILER/OPTAR MANAGER (FOR OFFICER)-----			
PURPOSE IDENTIFICATION CODE/MONTH OF DETACHMENT AND FISCAL YEAR			
TYPE OF ASSIGNMENT-----			
AUTHORITY/DETAILER CODE (FOR ENLISTED)-----			
ASSIGNMENT CODE (FOR OFFICERS)-----			
REASON FOR TRAVEL-----			

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CHAPTER II - SECTION II ILLUSTRATION

THE FOLLOWING SCHEMATIC SHOWS A LINE OF ACCOUNTING DATA IN
THE EXACT SEQUENCE AS IT SHOULD APPEAR IN A MEMBER'S ORDERS:

	<u>NAS *</u>	<u>17 *1405</u>	<u>225A</u>	<u>G</u>	<u>000022</u>	<u>AR AS */1/2/5</u>	<u>AS *987654321</u>
TRANSPORTATION ACCOUNT CODE-----							
APPROPRIATION-----							
SUBHEAD-----							
RANK/RATE CODE-----							
ACCOUNTING ACTIVITY-----							
CUSTOMER IDENTIFICATION CODE (CIC)-----							
COST CODE-----							

CHAPTER II - SECTION III ILLUSTRATION

THE FOLLOWING DIAGRAMS ARE ILLUSTRATED TO POINT OUT
THE VARIOUS CHECKPOINTS FOR VERIFYING A MEMBER'S
ACCOUNTING DATA ON TRAVEL ORDERS

THESE FOUR CHARACTERS MUST ALWAYS BE THE SAME (FISCAL YEAR)

NAS3	1731405.225A	G	000022	AR	AS3/1/2/5	AS3987654321
------	--------------	---	--------	----	-----------	--------------

THESE GROUPS OF CHARACTERS MUST ALWAYS BE THE SAME (PIC/MOD)

THIS CHARACTER MUST ALWAYS BE COMPATIBLE WITH (TYPE MOVE)

NAS3	1731405.225A	G	000022	AR	AS3/1/2/5	AS3987654321
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CHAPTER II - SECTION IV

USE OF ACCOUNTING GUIDES AND CUSTOMER IDENTIFICATION CODE (CIC)

1. This section is to be used when constructing accounting data to be cited in PCS travel orders. The accounting guides are in this Chapter - Section IV. The chart for construction of the CIC immediately follows the applicable accounting guide.

2. THE FIRST FIVE CHARACTERS OF THE CIC APPLICABLE WHEN DETACHING A MEMBER FROM THEIR LAST PERMANENT DUTY STATION WILL BE CONTINUED UNCHANGED ON ALL SUBSEQUENT TRAVEL ORDERS UNTIL ARRIVAL AT THEIR ULTIMATE DUTY STATION REGARDLESS OF THE NUMBER OF SETS OF ORDERS ISSUED OR THE NATURE AND EXTENT OF TEMPORARY DUTY ENROUTE FROM THE OLD PERMANENT DUTY STATION (INCLUDING FROM HOME OR U.S. NAVY RECRUITING DISTRICTS/MILITARY ENTRANCE PROCESSING STATION IN CASE OF ACCESSIONS) TO THE NEW PERMANENT DUTY STATION.

3. To construct the accounting data to be shown in an officer PCS orders (except for no cost moves which will contain no accounting data). See paragraph 4 for enlisted orders. The following procedures apply for PCS transfer directives, messages, or letters originating from the Chief of Naval Personnel or from a field activity acting under authority of a broad Bureau of Naval Personnel (BUPERS) directive, Joint Federal Travel Regulations Manual, or directives by other competent authority:

a. Determine the classification of the PCS move using Definitions-Classifications (Chapter I - Section II; see pages 1-2 through 1-6) and refer to the following tables:

<u>CLASSIFICATION</u>	<u>SUBHEAD</u>	<u>CLASSIFICATION CODE</u>	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
Accession - Land	.225A	2	2-11	2-10
Accession - To and From Overseas	.225A	S	2-13	2-12
Training - Land	.225T	3	2-15 & 16	2-14
Rotational (Training) - To and From Overseas	.225R	T	2-18	2-17
Operational (General) - Land	.225L	4	2-20	2-19
Rotational (General) - To and From Overseas	.225R	U	2-22	2-21
Separation - Land *	.225D	5	2-24	2-23

* Including dependents travel and/or shipment of personal property of a deceased member.

<u>CLASSIFICATION</u>	<u>SUBHEAD</u>	<u>CLASSIFICATION</u> <u>CODE</u>	<u>CIC CHART</u> <u>PAGE NO.</u>	<u>ACCOUNTING GUIDE</u> <u>PAGE NO.</u>
Separation - To and From Overseas *	.225D	V	2-26	2-25
Organized Units - Land	.225U	6	2-28	2-27
Organized Units - To and From Overseas	.225U	W	2-30	2-29
Operational (Miscellaneous) - Land (Not to be used for member's travel)	.225L	X	2-32	2-31
Rotational (Miscellaneous) - To and From Overseas (Not to be used for member's travel)	.225R	Q	2-34	2-33
Rotational (Evacuation) - To and From Overseas (Not to be used for member's travel)	.225R	7	2-36	2-35

* Including dependents travel and/or shipment of personal property of a deceased member.

b. Having determined the appropriate classification, turn to the proper page of the CIC Chart as indicated above opposite each classification and develop the CIC as follows:

(1) The FIRST element identifies the Detailer/Operating Target (OPTAR) Manager who holds the OPTAR and is responsible for maintaining financial control of the funds authorized.

(2) The SECOND element classifies the PCS travel and designates the scheduled month and fiscal year of detachment for the member. This element is referred to as the Purpose Identification Code/Month of Detachment (PIC/MOD).

(3) The THIRD element identifies the type of assignment within each of the major classifications of PCS travel.

(4) The FOURTH element identifies the Assignment Code.

(5) The FIFTH element describes the reason for the PCS travel.

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c. Having developed the eight-character CIC, refer to the proper page of the Accounting Guide as indicated above opposite each classification. The fourth character of the CIC will indicate the month of scheduled detachment as shown in the following table:

<u>Month Code</u>	<u>Month of Detachment</u>	<u>Month Code</u>	<u>Month of Detachment</u>
M	JANUARY	T	JULY
N	FEBRUARY	U	AUGUST
P	MARCH	V	SEPTEMBER
Q	APRIL	W	OCTOBER
R	MAY	X	NOVEMBER
S	JUNE	Y	DECEMBER

D. The fifth character of the CIC will indicate the fiscal year to which travel is chargeable as shown in the following table:

<u>Time Cycle</u>	<u>Fiscal Year</u>	<u>Last Character of the Fiscal Year</u>
1 October 1988 to 30 September 1989	1989	9
1 October 1989 to 30 September 1990	1990	0
1 October 1990 to 30 September 1991	1991	1
1 October 1991 to 30 September 1992	1992	2
1 October 1992 to 30 September 1993	1993	3

e. Based on the month and fiscal year thus determined, the column entitled "WHEN SCHEDULED DATE OF DETACHMENT OCCURS IN" will govern the accounting data which will be inserted in the travel orders, and must be in the exact sequence as shown, except, in lieu of the partially pre-printed CIC shown in columns (7) and (8) of the Accounting Guides, copy exactly the eight-character CIC developed under paragraph 3b, items (1) through (5) above.

f. The accuracy of transcribing data from the Accounting Guides into the travel orders should be verified as follows:

(1) The fourth character of the Transportation Account Code (TAC), third character of the appropriation, fifth character of the CIC, and the third character of the cost code MUST be the same.

(2) The second, third and fourth characters of the TAC, the third, fourth and fifth characters of the CIC, and first, second and third characters of the cost code MUST be the same.

(3) The last character of the subhead must be compatible with the second character of the TAC, third character of the CIC and the first character of the cost code; e.g., Separation Travel must use subhead .225D.

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FOR ENLISTED ORDERS

4. To construct the accounting data to be shown in enlisted PCS orders (except for no-cost moves which contain no accounting data). See paragraph 3 for officers orders. The following procedures apply for PCS transfer directives, messages or NAVGRAM originating from the Chief of Naval Personnel, Naval Reserve Personnel Center, Enlisted Personnel Management Center where accounting data is not shown or for PCS transfers originating from a field activity under the authority of a broad BUPERS directive, the MILPERSMAN, Joint Federal Travel Regulations Manual, or a directive by other competent authority:

a. Determine the classification of the PCS move using Definitions-Classifications (Chapter I - Section II; see pages 1-4 through 1-6) and refer to the following table:

<u>CLASSIFICATION</u>	<u>SUBHEAD</u>	<u>CLASSIFICATION CODE</u>	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
Accession - Recruits - Land	.225A	A	2-38	2-37
Accession - Recruits - To and From Overseas	.225A	J	2-40	2-39
Accession - Other Than Recruits - Land	.225A	B	2-42	2-41
Accession - Other Than Recruits - To and From Overseas	.225A	K	2-44	2-43
Training - Land	.225T	C	2-46 & 47	2-45
Rotational (Training) - To and From Overseas	.225R	L	2-49 & 50	2-48
Operational (General) - Land	.225L	D	2-52 & 53	2-51
Rotational (General) - To and From Overseas	.225R	M	2-55 & 56	2-54
Separation - Land *	.225D	E	2-58	2-57
Separation - To and From Overseas *	.225D	N	2-60	2-59
Organized Units - Land	.225U	F	2-62	2-61
Organized Units - To and From Overseas	.225U	O	2-64	2-63
Operational (Miscellaneous) - Land (Not to be used for member's travel)	.225L	R	2-66	2-65
Rotational (Miscellaneous) - To and From Overseas (Not to be used for member's travel)	.225R	Y	2-68	2-67
Rotational (Evacuation) - To and From Overseas (Not to be used for member's travel)	.225R	8	2-70	2-69

* Including dependents travel and/or shipment of property of a deceased member.

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b. Having determined the classification to apply, turn to the proper page of the CIC chart as indicated above opposite each classification and develop the CIC as follows:

(1) The FIRST element identifies the Operating Target (OPTAR) manager who holds the OPTAR and is responsible for maintaining financial control of the funds authorized. (Note the narrative explanation under the first element concerning PCS orders initiated at the local command level.)

(2) The SECOND element classifies the PCS travel and designates the scheduled month and fiscal year of detachment for the member. This element is referred to as the PIC/MOD.

(3) The THIRD element identifies the type of assignment within each of the major classifications of PCS travel.

(4) The FOURTH element identifies the Authority/Detailer.

(5) The FIFTH element describes the reason for the PCS travel.

c. Having developed the eight-character CIC, refer to the proper page of Accounting Guide as indicated above opposite each classification. The fourth character of the CIC will indicate the month of detachment as shown in the following table:

<u>Month Code</u>	<u>Month of Detachment</u>	<u>Month Code</u>	<u>Month of Detachment</u>
M	JANUARY	T	JULY
N	FEBRUARY	U	AUGUST
P	MARCH	V	SEPTEMBER
Q	APRIL	W	OCTOBER
R	MAY	X	NOVEMBER
S	JUNE	Y	DECEMBER

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d. The fifth character of the CIC will indicate the fiscal year to which travel is chargeable in the following table:

<u>Time Cycle</u>	<u>Fiscal Year</u>	<u>Last Character of the Fiscal Year</u>
1 October 1988 to 30 September 1989	1989	9
1 October 1989 to 30 September 1990	1990	0
1 October 1990 to 30 September 1991	1991	1
1 October 1981 to 30 September 1992	1992	2
1 October 1992 to 30 September 1993	1993	3

e. Accounting data should be developed as follows:

(1) For Chief of Naval Personnel, Naval Reserve Personnel Center distributors and Enlisted Personnel Management Center originating transfer directives, messages or NAVGRAMS--based on the month and fiscal year thus determined--the column entitled "WHEN SCHEDULED DATE OF DETACHMENT OCCURS IN" will govern the accounting data which will be inserted in the transfer directive, message or NAVGRAM, and must be in the exact sequence as shown except, in lieu of the partially pre-printed CIC shown in columns (7) and (8) of the Accounting Guides, copy exactly the eight-character CIC developed under paragraph 4b, items (1) through (5), above. Transferring commands will perpetuate this pre-printed data in the travel order exactly as it appears on the transfer directive, message or NAVGRAM.

(2) For PCS transfers originated by a field activity--based on the month and fiscal year thus determined--the column entitled "WHEN SCHEDULED DATE OF DETACHMENT OCCURS IN" will govern the accounting data which will be inserted in the travel orders, and must be in the exact sequence as shown, except in lieu of the partially pre-printed CIC shown in columns (7) and (8) of the Accounting Guides, copy exactly the eight-character CIC developed under paragraph 4b, items (1) through (5), above.

f. The accuracy of transcribing data from the Accounting Guides into the travel orders should be verified as follows:

(1) The fourth character of the TAC, third character of the appropriation, fifth character of the CIC, and the third character of the cost code MUST be the same.

(2) The second, third and fourth characters of the TAC, the third, fourth and fifth characters of the CIC and the first, second and third characters of the cost code MUST, be the same.

(3) The last character of the subhead must be compatible with the second character of the TAC, third character of the CIC and the first character of the cost code; e.g., separation travel must use subhead .225D.

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CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
ACCESSION
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1) (2)		(3) (4)	(5)	(6)	(7) (8)		(9)
	TAC	APPRO- SUB- PRIATION HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE PAA b/ (OPTAR) ID CODE CUSTOMER	COST CODES	
JAN	N2M*	17*1405.225A	NOT TO BE	INSERT	000022	AR	2M*/X/X/X	2M* THESE COST CODES
FEB	N2N*	17*1405.225A	INCLUDED ON	APPROPRI-	000022	AR	2N*/X/X/X	2N* MUST ALWAYS CONTAIN
MAR	N2P*	17*1405.225A	ORDERS	ATE ALPHA	000022	AR	2P*/X/X/X	2P* EXACTLY 12
APR	N2Q*	17*1405.225A		CODE	000022	AR	2Q*/X/X/X	2Q* CHARACTERS. IT IS
MAY	N2R*	17*1405.225A	TO BE ASSIGNED		000022	AR	2R*/X/X/X	2R* DEVELOPED BY CITING
JUN	N2S*	17*1405.225A	BY THE	SEE	000022	AR	2S*/X/X/X	2S* THE THREE CHARACTERS
JUL	N2T*	17*1405.225A	DISBURSING	PAGE	000022	AR	2T*/X/X/X	2T* SHOWN PLUS
AUG	N2U*	17*1405.225A	OFFICER MAKING	2-71	000022	AR	2U*/X/X/X	2U* MEMBER'S
SEP	N2V*	17*1405.225A	PAYMENT	OF	000022	AR	2V*/X/X/X	2V* COMPLETE
OCT	N2W*	17*1405.225A		THIS	000022	AR	2W*/X/X/X	2W* SOCIAL
NOV	N2X*	17*1405.225A		GUIDE	000022	AR	2X*/X/X/X	2X* SECURITY
DEC	N2Y*	17*1405.225A			000022	AR	2Y*/X/X/X	2Y* NUMBER

a/ Month of detachment for this classification is defined to be:

The month member is scheduled to commence travel from home or place of acceptance of commission to:

1. First permanent duty station.
2. Temporary duty with further assignment to a permanent duty station.
3. Duty under instruction where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
MANAGER	O	ACCESSION				ASSIGNMENT	O		O		O
	D	LAND	2	#	##		D		D		D
	E						E		E		E
Pers-712	AR					FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	1	41A	2	COMPLETION COMBAT ZONE TOUR	A
		# IDENTIFIES THE MONTH (page 2-6)				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY	2	43B	3	COMPLETION CONUS SHORE TOUR	B
		## IDENTIFIES THE FISCAL YEAR (page 2-6)				FROM TEMPORARY DUTY TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	4417	G	COMPLETION CONUS SEA TOUR	C
		1. MEMBER IS SCHEDULED TO COMMENCE TRAVEL FROM HOME OR PLACE OF ACCEPTANCE OF COMMISSION TO:				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4	4411	O	COMPLETION OVERSEAS SHORE TOUR	D
		a. FIRST PERMANENT DUTY STATION				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	5	4B3	P	COMPLETION OVERSEAS SEA TOUR	E
		b. TEMPORARY DUTY WITH FURTHER ASSIGNMENT TO A PERMANENT DUTY STATION				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	6	4412A	Q	COMPLETION COURSE OF INSTRUCTION	F
		c. DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE						4412B	R	DROPPED FROM PRESCRIBED COURSE	G
								446C	V	OF INSTRUCTION	
										DISCIPLINARY/DISQUALIFIED	H
										TO/FROM HOSPITAL	I
										MORALE/HUMANITARIAN	J
										REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED)	K
										FILL HIGH PRIORITY BILLET	L
										MEET SCHOOL CONVENING DATE	M
										INACTIVATION OF VESSEL/ACTIVITY	N
										IN EXCESS/REORGANIZATION/BILLET	
										DELETED/REQUIREMENTS REVISED	O
										NEW CONSTRUCTION/CONVERSION	P
										ESTABLISH NEW STATION/ACTIVITY	Q
										ESTABLISH NEW PROGRAM/PROJECT	R
										CHANGE IN DESIGNATOR	S
										HIGHER AUTHORITY DIRECTS	T
										CHANGE HOMEPORT/ACTIVITY RELOCATED	X
										TRAINING OTHER THAN AT SCHOOL	Y
										COMMAND OPPORTUNITY	Z

OFFICER
ACCESSION
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
ACCESSION
FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(3)	(2)	(5)	(4)(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NSM#	17#1405.225A		NOT TO BE		INSERT	000022	AR	SM#/X/X/X	SM# THESE COST CODES
FEB	NSN#	17#1405.225A		INCLUDED ON		APPROPRI-	000022	AR	SN#/X/X/X	SN# MUST ALWAYS CON-
MAR	NSP#	17#1405.225A		ORDERS		ATE ALPHA	000022	AR	SP#/X/X/X	SP# TAIN EXACTLY 12
APR	NSQ#	17#1405.225A				CODE	000022	AR	SQ#/X/X/X	SQ# CHARACTERS. IT IS
MAY	NSR#	17#1405.225A		TO BE ASIGNED			000022	AR	SR#/X/X/X	SR# DEVELOPED BY CITING
JUN	NSS#	17#1405.225A		BY THE		SEE	000022	AR	SS#/X/X/X	SS# THE THREE CHARACTERS
JUL	NST#	17#1405.225A		DISBURSING		PAGE	000022	AR	ST#/X/X/X	ST# SHOWN PLUS
AUG	NSU#	17#1405.225A		OFFICER MAKING		2-71	000022	AR	SU#/X/X/X	SU# MEMBER'S
SEP	NSV#	17#1405.225A		PAYMENT		OF	000022	AR	SV#/X/X/X	SV# COMPLETE
OCT	NSW#	17#1405.225A				THIS	000022	AR	SW#/X/X/X	SW# SOCIAL
NOV	NSX#	17#1405.225A				GUIDE	000022	AR	SX#/X/X/X	SX# SECURITY
DEC	NSY#	17#1405.225A					000022	AR	SY#/X/X/X	SY# NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to commence travel from home or place of acceptance of commission to:

1. First permanent duty station
2. Temporary duty with further assignment of a permanent duty station
3. Duty under instruction where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
MANAGER	O	ACCESSION				ASSIGNMENT	O		O		O
	D	OVERSEAS	S	#	##		D		D		D
	E						E		E		E
Pers-712	AR					FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO FIRST PERMANENT DUTY STATION	1	41A	2	COMPLETION COMBAT ZONE TOUR	A
		# IDENTIFIES THE MONTH (page 2-6)				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO TEMPORARY DUTY	2	43B	3	COMPLETION CONUS SHORE TOUR	B
		## IDENTIFIES THE FISCAL YEAR (page 2-6)				FROM TEMPORARY DUTY TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	4417	G	COMPLETION CONUS SEA TOUR	C
		1. MEMBER IS SCHEDULED TO COMMENCE TRAVEL FROM HOME OR PLACE OF ACCEPTANCE OF COMMISSION TO:				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY	4	4411	O	COMPLETION OVERSEAS SHORE TOUR	D
		a. FIRST PERMANENT DUTY STATION				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	5	4B3	P	COMPLETION OVERSEAS SEA TOUR	E
		b. TEMPORARY DUTY WITH FURTHER ASSIGNMENT TO A PERMANENT DUTY STATION				FROM HOME OR FROM PLACE OF ACCEPTANCE OF COMMISSION TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	6	4412A	Q	COMPLETION COURSE OF INSTRUCTION	F
		c. DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE						4412B	R	DROPPED FROM PRESCRIBED COURSE	G
								446C	V	OF INSTRUCTION	
										DISCIPLINARY/DISQUALIFIED	H
										TO/FROM HOSPITAL	I
										MORALE/HUMANITARIAN	J
										REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED)	K
										FILL HIGH PRIORITY BILLET	L
										MEET SCHOOL CONVENING DATE	M
										INACTIVATION OF VESSEL/ACTIVITY	N
										IN EXCESS/REORGANIZATION/BILLET	
										DELETED/REQUIREMENTS REVISED	O
										NEW CONSTRUCTION/CONVERSION	P
										ESTABLISH NEW STATION/ACTIVITY	Q
										ESTABLISH NEW PROGRAM/PROJECT	R
										CHANGE IN DESIGNATOR	S
										HIGHER AUTHORITY DIRECTS	T
										CHANGE HOMEPORT/ACTIVITY RELOCATED	X
										TRAINING OTHER THAN AT SCHOOL	Y
										COMMAND OPPORTUNITY	Z

OFFICER
ACCESSION
FROM OVERSEAS

PERMANENT CHANGE OF STATION TRAVEL

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	N3M*	17*1405.225T	NOT TO BE	INSERT	000022	##	3M*/X/X/X	3M* THESE COST CODES
FEB	N3N*	17*1405.225T	INCLUDED ON	APPROPRI-	000022	##	3N*/X/X/X	3N* MUST ALWAYS CON-
MAR	N3P*	17*1405.225T	ORDERS	ATE ALPHA	000022	##	3P*/X/X/X	3P* TAIN EXACTLY 12
APR	N3Q*	17*1405.225T		CODE	000022	##	3Q*/X/X/X	3Q* CHARACTERS. IT IS
MAY	N3R*	17*1405.225T	TO BE ASSIGNED		000022	##	3R*/X/X/X	3R* DEVELOPED BY CITING
JUN	N3S*	17*1405.225T	BY THE	SEE	000022	##	3S*/X/X/X	3S* THE THREE CHARACTERS
JUL	N3T*	17*1405.225T	DISBURSING	PAGE	000022	##	3T*/X/X/X	3T* SHOWN PLUS
AUG	N3U*	17*1405.225T	OFFICER MAKING	2-71	000022	##	3U*/X/X/X	3U* MEMBER'S
SEP	N3V*	17*1405.225T	PAYMENT	OF	000022	##	3V*/X/X/X	3V* COMPLETE
OCT	N3W*	17*1405.225T		THIS	000022	##	3W*/X/X/X	3W* SOCIAL
NOV	N3X*	17*1405.225T		GUIDE	000022	##	3X*/X/X/X	3X* SECURITY
DEC	N3Y*	17*1405.225T			000022	##	3Y*/X/X/X	3Y* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved) to proceed to duty under instruction at a school or installation in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as Accession travel.)
2. Duty under instruction in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved). This includes any temporary duty enroute from school to another permanent duty station.
3. Subparagraphs 1 and 2 above include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate Detailer code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
Pers-CONT	AD	TRAINING LAND	3	#	##	FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	41A 43B 4417 4411	2 3 G O	COMPLETION COMBAT ZONE TOUR COMPLETION CONUS SHORE TOUR COMPLETION CONUS SEA TOUR COMPLETION OVERSEAS SHORE TOUR	A B C D
Pers-41A 43B, 4417 4411, 4B3 4412A, 4412B 446C	AR	# IDENTIFIES THE MONTH (page 2-6) ## IDENTIFIES THE FISCAL YEAR (page 2-6)				FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	2	4B3 4412A 4412B 446C	P Q R V	COMPLETION OVERSEAS SEA TOUR COMPLETION COURSE OF INSTRUCTION DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	E F G H
1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO DUTY UNDER INSTRU- CTION AT A SCHOOL OR INSTALLATION IN CONUS/ OVERSEAS (WHEN NO TRANS- OCEANIC TRAVEL IS INVOLVED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURA- TION OF 20 WEEKS OR MORE. THIS MAY INCLUDE TEMPO- RARY DUTY ENROUTE TO SCHOOL. (WHEN THE SCHOOL OR INSTALLATION IS THE MEMBER'S FIRST PERMANENT DUTY STATION, THE MOVEMENT IS CLASSI- FIED AS AN <u>ACCESSION</u> <u>TRAVEL</u> .)						FROM PERMANENT DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION OTHER THAN FOR INSTRUCTION	3			DISCIPLINARY/DISQUALIFIED TO/FROM HOSPITAL MORALE/HUMANITARIAN	I J
						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED) FILL HIGH PRIORITY BILLET MEET SCHOOL CONVENING DATE INACTIVATION OF VESSEL/ACTIVITY	K L M O N
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION	5			IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT	O P Q R
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	6			CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS CHANGE HOMEPORT/ACTIVITY RELOCATED TRAINING OTHER THAN AT SCHOOL	S T X Y
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN FOR INSTRUCTION	7			COMMAND OPPORTUNITY	Z

OFFICER
TRAINING
LAND

2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED). THIS INCLUDES ANY TEMPORARY DUTY ENROUTE FROM SCHOOL TO ANOTHER PERMANENT DUTY STATION.

3. SUBPARAGRAPHS (1) AND (2), ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.

OFFICER
TRAINING
LAND

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
ROTATIONAL TRAINING
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(3)	(5)	(6)	(7)	(8)	(9)		
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES	
JAN	NTM*	17*1405.225R		NOT TO BE	INSERT	000022	##	TM*/X/X/X	TM* THESE COST CODES	
FEB	NTN*	17*1405.225R		INCLUDED ON	APPROPRI-	000022	##	TN*/X/X/X	TN* MUST ALWAYS CON-	
MAR	NTP*	17*1405.225R		ORDERS	ATE ALPHA	000022	##	TP*/X/X/X	TP* TAIN EXACTLY 12	
APR	NTQ*	17*1405.225R			CODE	000022	##	TQ*/X/X/X	TQ* CHARACTERS. IT IS	
MAY	NTR*	17*1405.225R		TO BE ASSIGNED		000022	##	TR*/X/X/X	TR* DEVELOPED BY CITING	
JUN	NTS*	17*1405.225R		BY THE	SEE	000022	##	TS*/X/X/X	TS* THE THREE CHARACTERS	
JUL	NTT*	17*1405.225R		DISBURSING	PAGE	000022	##	TT*/X/X/X	TT* SHOWN PLUS	
AUG	NTU*	17*1405.225R		OFFICER MAKING	2-71	000022	##	TU*/X/X/X	TU* MEMBER'S	
SEP	NTV*	17*1405.225R		PAYMENT	OF	000022	##	TV*/X/X/X	TV* COMPLETE	
OCT	NTW*	17*1405.225R			THIS	000022	##	TW*/X/X/X	TW* SOCIAL	
NOV	NTX*	17*1405.225R			GUIDE	000022	##	TX*/X/X/X	TX* SECURITY	
DEC	NTY*	17*1405.225R				000022	##	TY*/X/X/X	TY* NUMBER	

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS to proceed to duty under instruction at a school or installation in CONUS/OVERSEAS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as an Accession travel.)
2. Duty under instruction in CONUS/OVERSEAS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in OVERSEAS/CONUS. This includes any temporary duty enroute from school to another permanent duty station.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate Detailer code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER	C O D E	PIC/MOD ROTATIONAL TRAINING OVERSEAS				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	
Pers-CONT	AD	#				FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1	41A	2	COMPLETION COMBAT ZONE TOUR	
Pers-41A		MONTH (page 2-6)				FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	2	43B	3	COMPLETION CONUS SHORE TOUR	
43B, 4417		## IDENTIFIES THE FISCAL YEAR (page 2-6)				FROM PERMANENT DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION OTHER THAN FOR INSTRUCTION	3	4417	G	COMPLETION CONUS SEA TOUR	
4411, 4B3						FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4	4411	O	COMPLETION OVERSEAS SHORE TOUR	
4412A, 4412B						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO DUTY UNDER INSTRUCTION	5	4B3	P	COMPLETION OVERSEAS SEA TOUR	
446C	AR					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	6	4412A	Q	COMPLETION COURSE OF INSTRUCTION	
<p>1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OVERSEAS TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION OVERSEAS /CONUS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE. THIS MAY INCLUDE TEMPORARY DUTY ENROUTE TO SCHOOL. (WHEN THE SCHOOL IS THE MEMBER'S FIRST PERMANENT DUTY STATION, THE MOVE IS CLASSIFIED AS AN <u>ACCESSION TRAVEL.</u>)</p> <p>2. MEMBER IS SCHEDULED TO BE DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN OVERSEAS/CONUS. THIS INCLUDES ANY TEMPORARY DUTY ENROUTE TO ANOTHER PERMANENT DUTY STATION.</p>							4412B	R	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION		
							446C	V	DISCIPLINARY/DISQUALIFIED TO/FROM HOSPITAL MORALE/HUMANITARIAN REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED) FILL HIGH PRIORITY BILLET MEET SCHOOL CONVENING DATE INACTIVATION OF VESSEL/ACTIVITY IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED NEW CONSTRUCTION/CONVERSION ESTABLISH NEW STATION/ACTIVITY ESTABLISH NEW PROGRAM/PROJECT CHANGE IN DESIGNATOR HIGHER AUTHORITY DIRECTS CHANGE HOMEPORT/ACTIVITY RELOCATED TRAINING OTHER THAN AT SCHOOL COMMAND OPPORTUNITY		
								<u>OFFICER</u> <u>ROTATIONAL TRAINING</u> <u>TO AND FROM OVERSEAS</u>			

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
OPERATIONAL (GENERAL)
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	N4M*	17*1405.225L	NOT TO BE	INSERT	000022	##	4M*/X/X/X	4M* THESE COST CODES
FEB	N4N*	17*1405.225L	INCLUDED ON	APPROPRI-	000022	##	4N*/X/X/X	4N* MUST ALWAYS CON-
MAR	N4P*	17*1405.225L	ORDERS	ATE ALPHA	000022	##	4P*/X/X/X	4P* TAIN EXACTLY 12
APR	N4Q*	17*1405.225L		CODE	000022	##	4Q*/X/X/X	4Q* CHARACTERS. IT IS
MAY	N4R*	17*1405.225L	TO BE ASSIGNED		000022	##	4R*/X/X/X	4R* DEVELOPED BY CITING
JUN	N4S*	17*1405.225L	BY THE	SEE	000022	##	4S*/X/X/X	4S* THE THREE CHARACTERS
JUL	N4T*	17*1405.225L	DISBURSING	PAGE	000022	##	4T*/X/X/X	4T* SHOWN PLUS
AUG	N4U*	17*1405.225L	OFFICER MAKING	2-71	000022	##	4U*/X/X/X	4U* MEMBER'S
SEP	N4V*	17*1405.225L	PAYMENT	OF	000022	##	4V*/X/X/X	4V* COMPLETE
OCT	N4W*	17*1405.225L		THIS	000022	##	4W*/X/X/X	4W* SOCIAL
NOV	N4X*	17*1405.225L		GUIDE	000022	##	4X*/X/X/X	4X* SECURITY
DEC	N4Y*	17*1405.225L			000022	##	4Y*/X/X/X	4Y* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made within CONUS and within OVERSEAS.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made within CONUS and within OVERSEAS. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the Chief of Naval Operations (CNO) directive.
3. Subparagraphs 1 and 2, above, include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate Detailer code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
Pers-CONT	AD	OPERATIONAL LAND	4	#	##	FROM A PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION.	1	41A	2	COMPLETION COMBAT ZONE TOUR	A
Pers-41A		# IDENTIFIES THE MONTH (page 2-6)				FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY	2	43B	3	COMPLETION CONUS SHORE TOUR	B
43B, 4417		## IDENTIFIES THE FISCAL YEAR (page 2-6)				DUTY UNDER INSTRU- TION.		4417	G	COMPLETION CONUS SEA TOUR	C
4411, 4B3						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	3	4411	O	COMPLETION OVERSEAS SHORE TOUR	D
4412A, 4412B						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	4	4B3	P	COMPLETION OVERSEAS SEA TOUR	E
446C	AR					FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	5	4412A	Q	COMPLETION COURSE OF INSTRUCTION	F
<p>1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.</p> <p>2. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO TEMPORARY DUTY EN-ROUTE TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.</p> <p>3. SUBPARAGRAPHS 1 AND 2 ABOVE INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.</p> <p>4. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF, THE FOURTH CHARACTER OF THE CIC IS DETERMINED BY THE EFFECTIVE DATE SHOWN IN THE CNO DIRECTIVE.</p>						4412B	R	DROPPED FROM PRESCRIBED COURSE	G		
						446C	V	OF INSTRUCTION			
								DISCIPLINARY/DISQUALIFIED	H		
								TO/FROM HOSPITAL	I		
								MORALE/HUMANITARIAN	J		
								REORGANIZATION (BILLET ADDED/REQUIREMENTS REVISED)	K		
								FILL HIGH PRIORITY BILLET	L		
								MEET SCHOOL CONVENING DATE	M		
								INACTIVATION OF VESSEL/ACTIVITY	N		
								IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED	O		
								NEW CONSTRUCTION/CONVERSION	P		
								ESTABLISH NEW STATION/ACTIVITY	Q		
								ESTABLISH NEW PROGRAM/PROJECT	R		
								CHANGE IN DESIGNATOR	S		
		HIGHER AUTHORITY DIRECTS	T								
		CHANGE HOMEPORT/ACTIVITY RELOCATED	X								
		TRAINING OTHER THAN AT SCHOOL	Y								
		COMMAND OPPORTUNITY	Z								

OFFICER
OPERATIONAL (GENERAL)
LAND

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
ROTATIONAL (GENERAL)
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	NUM*	17*1405.225D	NOT TO BE	INSERT	000022	##	5M*/X/X/X	5M* THESE COST CODES
FEB	NUN*	17*1405.225D	INCLUDED ON	APPROPRI-	000022	##	5N*/X/X/X	5N* MUST ALWAYS CON-
MAR	NUP*	17*1405.225D	ORDERS	ATE ALPHA	000022	##	5P*/X/X/X	5P* TAIN EXACTLY 12
APR	NUQ*	17*1405.225D		CODE	000022	##	5Q*/X/X/X	5Q* CHARACTERS. IT IS
MAY	NUR*	17*1405.225D	TO BE ASSIGNED		000022	##	5R*/X/X/X	5R* DEVELOPED BY CITING
JUN	NUS*	17*1405.225D	BY THE	SEE	000022	##	5S*/X/X/X	5S* THE THREE CHARACTERS
JUL	NUT*	17*1405.225D	DISBURSING	PAGE	000022	##	5T*/X/X/X	5T* SHOWN PLUS
AUG	NUU*	17*1405.225D	OFFICER MAKING	2-71	000022	##	5U*/X/X/X	5U* MEMBER'S
SEP	NUV*	17*1405.225D	PAYMENT	OF	000022	##	5V*/X/X/X	5V* COMPLETE
OCT	NUW*	17*1405.225D		THIS	000022	##	5W*/X/X/X	5W* SOCIAL
NOV	NUX*	17*1405.225D		GUIDE	000022	##	5X*/X/X/X	5Y* SECURITY
DEC	NUY*	17*1405.225D			000022	##	5Y*/X/X/X	5X* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made to and from overseas.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made to and from overseas.
3. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the CNO directive.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate Detailer code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
DETAILER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
Pers-CONT	AD	ROTATIONAL				FROM A PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION.	1	41A	2	COMPLETION COMBAT ZONE TOUR	A
Pers-41A		GENERAL	U	#	##	FROM PERMANENT DUTY STATION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRU- TION.	2	43B	3	COMPLETION CONUS SHORE TOUR	B
43B, 4417		OVERSEAS				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION	3	4417	G	COMPLETION CONUS SEA TOUR	C
4411, 4B3						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION.	4	4411	O	COMPLETION OVERSEAS SHORE TOUR	D
4412A, 4412B						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A DUTY UNDER INSTRUCTION	5	4B3	P	COMPLETION OVERSEAS SEA TOUR	E
446C	AR							4412A	Q	COMPLETION COURSE OF INSTRUCTION	F
								4412B	R	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION	G
								446C	V	DISCIPLINARY/DISQUALIFIED	H
										TO/FROM HOSPITAL	I
										MORALE/HUMANITARIAN	J
										REORGANIZATION (BILLET ADDED/ REQUIREMENTS REVISED)	K
										FILL HIGH PRIORITY BILLET	L
										MEET SCHOOL CONVENING DATE	M
										INACTIVATION OF VESSEL/ACTIVITY	N
										IN EXCESS/REORGANIZATION/BILLET DELETED/REQUIREMENTS REVISED	O
										NEW CONSTRUCTION/CONVERSION	P
										ESTABLISH NEW STATION/ACTIVITY	Q
										ESTABLISH NEW PROGRAM/PROJECT	R
										CHANGE IN DESIGNATOR	S
										HIGHER AUTHORITY DIRECTS	T
										CHANGE HOMEPORT/ACTIVITY RELOCATED	X
										TRAINING OTHER THAN AT SCHOOL	Y
										COMMAND OPPORTUNITY	Z

1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE TO AND FROM OVERSEAS.

2. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO TEMPORARY DUTY EN-ROUTE TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE TO AND FROM OVERSEAS.

4. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF, THE FOURTH CHARACTER OF THE CIC IS DETERMINED BY THE EFFECTIVE DATE SHOWN IN THE CNO DIRECTIVE.

OFFICER
ROTATIONAL (GENERAL)
TO AND FROM OVERSEAS

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
SEPARATION
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(3)	(5)	(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	N5M*	17*1405.225D	NOT TO BE		INSERT	000022	##	5M*/X/X/X/X	5M* THESE COST CODES
FEB	N5N*	17*1405.225D	INCLUDED ON		APPROPRI-	000022	##	5N*/X/X/X/X	5N* MUST ALWAYS CON-
MAR	N5P*	17*1405.225D	ORDERS		ATE ALPHA	000022	##	5P*/X/X/X/X	5P* TAIN EXACTLY 12
APR	N5Q*	17*1405.225D			CODE	000022	##	5Q*/X/X/X/X	5Q* CHARACTERS. IT IS
MAY	N5R*	17*1405.225D	TO BE ASSIGNED			000022	##	5R*/X/X/X/X	5R* DEVELOPED BY CITING
JUN	N5S*	17*1405.225D	BY THE		SEE	000022	##	5S*/X/X/X/X	5S* THE THREE CHARACTERS
JUL	N5T*	17*1405.225D	DISBURSING		PAGE	000022	##	5T*/X/X/X/X	5T* SHOWN PLUS
AUG	N5U*	17*1405.225D	OFFICER MAKING		2-71	000022	##	5U*/X/X/X/X	5U* MEMBER'S
SEP	N5V*	17*1405.225D	PAYMENT		OF	000022	##	5V*/X/X/X/X	5V* COMPLETE
OCT	N5W*	17*1405.225D			THIS	000022	##	5W*/X/X/X/X	5W* SOCIAL
NOV	N5X*	17*1405.225D			GUIDE	000022	##	5X*/X/X/X/X	5Y* SECURITY
DEC	N5Y*	17*1405.225D				000022	##	5Y*/X/X/X/X	5X* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to commence travel from last permanent duty station (regardless of location) to:

1. Home of record.
2. Place of entry into service.
3. Home of selection.

NOTE: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, VOL 1 - Chapter 5, Parts C, D, E, and F.)

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate Detailer code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
Pers-712	AR	SEPARATION LAND	5	#	##	FROM LAST PERMANENT DUTY STATION TO HOME	1	41A	2	DISCHARGE OTHER THAN HONORABLE	H
Pers-712	AA					FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2	43B	3	EARLY RELEASE	U
(1) OPTAR CODE "A" FOR USE ONLY IN CASES INVOL- VING MOVEMENT OF DEPENDENTS AND SHIPMENT OF PERSONAL PROP- ERTY OF A MEMBER WHO IS DECEASED.		# IDENTIFIES THE MONTH (page 2-6) ## IDENTIFIES THE FISCAL YEAR (page 2-6)				FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME		4417	G	RETIREMENT	V
1. MEMBER IS SCHED- ULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION (REGARDLESS OF LOCA- TION) TO:						FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO TEMPORARY DUTY AWAITING SEPARATION		4411	O	RELEASE FROM ACTIVE DUTY/ RESIGNATION	W
a. HOME OF RECORD						FROM A PERMANENT DUTY STATION TO TEMPORARY DUTY AWAITING SEPARATION		4B3	P	MOVEMENT OF DEPENDENTS AND SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7
b. PLACE OF ENTRY INTO SERVICE						FROM TEMPORARY DUTY AWAITING SEPARATION TO HOME		4412A	Q		
c. DEPENDENTS COMMENCE TRAVEL AND/OR SHIPMENT OF PERSONEL PROPERTY OF MEMBER WHO IS DECEASED.								4412B	R		
								446C	V		
								ALL OTHER MOB 21	\$		

OFFICER
SEPARATION
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
SEPARATION
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(3)	(5)	(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NVM*	17*1405.225D	NOT TO BE		INSERT	000022	##	VM*/X/X/X	VM* THESE COST CODES
FEB	NVN*	17*1405.225D	INCLUDED ON		APPROPRI-	000022	##	VN*/X/X/X	VN* MUST ALWAYS CON-
MAR	NVP*	17*1405.225D	ORDERS		ATE ALPHA	000022	##	VP*/X/X/X	VP* TAIN EXACTLY 12
APR	NVQ*	17*1405.225D			CODE	000022	##	VQ*/X/X/X	VQ* CHARACTERS. IT IS
MAY	NVR*	17*1405.225D	TO BE ASSIGNED			000022	##	VR*/X/X/X	VR* DEVELOPED BY CITING
JUN	NVS*	17*1405.225D	BY THE		SEE	000022	##	VS*/X/X/X	VS* THE THREE CHARACTERS
JUL	NVT*	17*1405.225D	DISBURSING		PAGE	000022	##	VT*/X/X/X	VT* SHOWN PLUS
AUG	NVU*	17*1405.225D	OFFICER MAKING		2-71	000022	##	VU*/X/X/X	VU* MEMBER'S
SEP	NVV*	17*1405.225D	PAYMENT		OF	000022	##	VV*/X/X/X	VV* COMPLETE
OCT	NVW*	17*1405.225D			THIS	000022	##	VW*/X/X/X	VW* SOCIAL
NOV	NVX*	17*1405.225D			GUIDE	000022	##	VX*/X/X/X	VY* SECURITY
DEC	NVY*	17*1405.225D				000022	##	VY*/X/X/X	VX* NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to commence travel from last permanent duty station (regardless of location) to:

1. Home of record.
2. Place of entry into service.
3. Home of selection.

NOTE: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, VOL 1 - Chapter 5, Parts C, D, E, and F.)

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 3b of Chapter II - Section IV of this guide.

* Insert the last character of the applicable fiscal year

Insert appropriate OPTAR Manager code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	ASSIGNMENT	C O D E	REASON FOR TRAVEL	C O D E
Pers-712	AR	SEPARATION OVERSEAS	V	#	##	FROM LAST PERMANENT DUTY STATION TO HOME	1	41A	2	DISCHARGE OTHER THAN HONORABLE	H
Pers-712	AA	# IDENTIFIES THE MONTH (page 2-6)				FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2	43B	3	EARLY RELEASE	U
(1) OPTAR CODE "A" FOR USE ONLY IN CASES INVOL- VING MOVEMENT OF DEPENDENTS AND SHIPMENT OF PERSONAL PROP- ERTY OF A MEMBER WHO IS DECEASED.		## IDENTIFIES THE FISCAL YEAR (page 2-6)				FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO TEMPORARY DUTY AWAITING SEPARATION	3	4417	G	RETIREMENT	V
		1. MEMBER IS SCHED- ULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION (REGARDLESS OF LOCA- TION) TO:				FROM A PERMANENT DUTY STATION TO TEMPORARY DUTY AWAITING SEPARATION	4	4411	O	RELEASE FROM ACTIVE DUTY/ RESIGNATION	W
		a. HOME OF RECORD				FROM TEMPORARY DUTY AWAITING SEPARATION TO HOME	5	4B3	P	MOVEMENT OF DEPENDENTS AND SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7
		b. PLACE OF ENTRY INTO SERVICE						4412A	Q		
		c. DEPENDENTS COMMENCE TRAVEL AND/OR SHIPMENT OF PERSONEL PROPERTY OF MEMBER WHO IS DECEASED.						4412B	R		
								446C	V		
								ALL OTHER MOB 21	\$		

OFFICER
SEPARATION
TO AND FROM OVERSEAS

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
ORGANIZED UNITS
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	N6M*	17*1405.225U	NOT TO BE	INSERT	000022	AR	6M*/1/&/X	6M* THESE COST CODES
FEB	N6N*	17*1405.225U	INCLUDED ON	APPROPRI-	000022	AR	6N*/1/&/X	6N* MUST ALWAYS CON-
MAR	N6P*	17*1405.225U	ORDERS	ATE ALPHA	000022	AR	6P*/1/&/X	6P* TAIN EXACTLY 12
APR	N6Q*	17*1405.225U		CODE	000022	AR	6Q*/1/&/X	6Q* CHARACTERS. IT IS
MAY	N6R*	17*1405.225U	TO BE ASSIGNED		000022	AR	6R*/1/&/X	6R* DEVELOPED BY CITING
JUN	N6S*	17*1405.225U	BY THE	SEE	000022	AR	6S*/1/&/X	6S* THE THREE CHARACTERS
JUL	N6T*	17*1405.225U	DISBURSING	PAGE	000022	AR	6T*/1/&/X	6T* SHOWN PLUS
AUG	N6U*	17*1405.225U	OFFICER MAKING	2-71	000022	AR	6U*/1/&/X	6U* MEMBER'S
SEP	N6V*	17*1405.225U	PAYMENT	OF	000022	AR	6V*/1/&/X	66* COMPLETE
OCT	N6W*	17*1405.225U		THIS	000022	AR	6W*/1/&/X	6W* SOCIAL
NOV	N6X*	17*1405.225U		GUIDE	000022	AR	6X*/1/&/X	6X* SECURITY
DEC	N6Y*	17*1405.225U			000022	AR	6Y*/1/&/X	6Y* NUMBER

a/ Month of detachment for this classification is defined to be:
The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the Secretary of the Navy (SECNAV) or CNO directive ordering relocation of a shore-based activity.

* Insert the last character of the applicable fiscal year

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
MANAGER	O	ORGANIZED				ASSIGNMENT	O		O		O
	D	UNITS LAND	6	#	##		D		D		D
	E						E		E		E
Pers-712	AR					FROM LAST PERMANENT		CNO/SECNAV	&	CHANGE OF HOMEPORT/ACTIVITY RELOCATED	X
						DUTY STATION TO NEW	1				
						PERMANENT DUTY					
						STATION LOCATION					

IDENTIFIES THE
MONTH (page 2-6)
IDENTIFIES THE
FISCAL YEAR
(page 2-6)

1. FOR THE MONTH AND
FISCAL YEAR, THE
EFFECTIVE DATE OF
CHANGE SHOWN IN THE
CNO DIRECTIVE
ORDERING:

- a. A CHANGE OF HOME-
PORT OR SHIP-
BASED STAFF
- b. A CHANGE OF PERMA-
NENT STATION OF A
MOBILE UNIT, OR
THE EFFECTIVE DATE
OF CHANGE AS SHOWN
IN THE SECNAV OR
CNO DIRECTIVE
ORDERING RELO-
CATION OF A SHORE-
BASED ACTIVITY.

OFFICER
ORGANIZED UNITS
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER
ORGANIZED UNITS
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(3)	(5)	(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NWM*	17*1405.225U	NOT TO BE	INSERT	000022	AR	WM*/1/&/X	WM* THESE COST CODES	
FEB	NWN*	17*1405.225U	INCLUDED ON	APPROPRI-	000022	AR	WN*/1/&/X	WN* MUST ALWAYS CON-	
MAR	NWP*	17*1405.225U	ORDERS	ATE ALPHA	000022	AR	WP*/1/&/X	WP* TAIN EXACTLY 12	
APR	NWQ*	17*1405.225U		CODE	000022	AR	WQ*/1/&/X	WQ* CHARACTERS. IT IS	
MAY	NWR*	17*1405.225U	TO BE ASSIGNED		000022	AR	WR*/1/&/X	WR* DEVELOPED BY CITING	
JUN	NWS*	17*1405.225U	BY THE	SEE	000022	AR	WS*/1/&/X	WS* THE THREE CHARACTERS	
JUL	NWT*	17*1405.225U	DISBURSING	PAGE	000022	AR	WT*/1/&/X	WT* SHOWN PLUS	
AUG	NWU*	17*1405.225U	OFFICER MAKING	2-71	000022	AR	WU*/1/&/X	WU* MEMBER'S	
SEP	NWV*	17*1405.225U	PAYMENT	OF	000022	AR	WV*/1/&/X	WW* COMPLETE	
OCT	NWW*	17*1405.225U		THIS	000022	AR	WW*/1/&/X	WW* SOCIAL	
NOV	NWX*	17*1405.225U		GUIDE	000022	AR	WX*/1/&/X	WX* SECURITY	
DEC	NWY*	17*1405.225U			000022	AR	WY*/1/&/X	WY* NUMBER	

a/ Month of detachment for this classification is defined to be:
The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the SECNAV or CNO directive ordering relocation of a shore-based activity.

* Insert the last character of the applicable fiscal year

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	ASSIGNMENT	C	REASON FOR TRAVEL	C
MANAGER	O	ORGANIZED				ASSIGNMENT	O		O		D
	D	UNITS	W	#	##		D		D		E
	E	OVERSEAS					E		E		
Pers-712	AR					FROM LAST PERMANENT		CNO/SECNAV	&	CHANGE OF HOMEPORT/ACTIVITY RELOCATED	X
						DUTY STATION TO NEW	1				
						PERMANENT DUTY					
						STATION LOCATION					

IDENTIFIES THE
MONTH (page 2-6)
IDENTIFIES THE
FISCAL YEAR
(page 2-6)

1. FOR THE MONTH AND
FISCAL YEAR, THE
EFFECTIVE DATE OF
CHANGE SHOWN IN THE
CNO DIRECTIVE
ORDERING:

- a. A CHANGE OF HOME-
PORT OR SHIP-
BASED STAFF
- b. A CHANGE OF PERMA-
NENT STATION OF A
MOBILE UNIT, OR
THE EFFECTIVE DATE
OF CHANGE AS SHOWN
IN THE SECNAV OR
CNO DIRECTIVE
ORDERING RELO-
CATION OF A SHORE-
BASED ACTIVITY.

OFFICER
ORGANIZED UNITS
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER OPERATIONAL
(MISCELLANEOUS TRAVEL)
LAND

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(3)	(5)	(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NXM*	17*1405.225L	NOT TO BE	INSERT	000022	AA	X THE 2ND	XM* THESE COST CODES	
FEB	NXN*	17*1405.225L	INCLUDED ON	APPROPRI-	000022	AA	X (TWO CHARAC-	XN* MUST ALWAYS CON-	
MAR	NXP*	17*1405.225L	ORDERS	ATE ALPHA	000022	AA	X TERS) 3RD,	XP* TAIN EXACTLY 12	
APR	NXQ*	17*1405.225L		CODE	000022	AA	X 4TH, & 5TH	XQ* CHARACTERS. IT IS	
MAY	NXR*	17*1405.225L	TO BE ASSIGNED		000022	AA	X ELEMENTS OF	XR* DEVELOPED BY CITING	
JUN	NXS*	17*1405.225L	BY THE	SEE	000022	AA	X THE CIC MUST	XS* THE THREE CHARACTERS	
JUL	NXT*	17*1405.225L	DISBURSING	PAGE	000022	AA	X CONTAIN THE	XT* SHOWN PLUS	
AUG	NXU*	17*1405.225L	OFFICER MAKING	2-84	000022	AA	X FULL UNIT	XU* MEMBER'S	
SEP	NXV*	17*1405.225L	PAYMENT	OF	000022	AA	X IDENTIFICA-	XX* COMPLETE	
OCT	NXW*	17*1405.225L		THIS	000022	AA	X TION CODE	XW* SOCIAL	
NOV	NXX*	17*1405.225L		GUIDE	000022	AA	X (UIC) OF THE	XX* SECURITY	
DEC	NXY*	17*1405.225L			000022	AA	X MBR'S UNIT	XY* NUMBER	

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C
	O
	D
	E
Pers-712	AA

OPERATIONAL	X	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
MISCELLANEOUS		
LAND		

CIC EXAMPLE: AA X 00171

UNIT IDENTIFICATION CODE OF
HEADQUARTERS NDW, WASHINGTON, D.C.

NOT TO BE USED FOR MEMBER'S TRAVEL

(See Chapter III - Section III of this guide)

OFFICER OPERATIONAL
(MISCELLANEOUS TRAVEL)
LAND

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ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER ROTATIONAL
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NQM*	17*1405.225R	NOT TO BE	INSERT	000022	AA	Q THE 2ND	QM* THESE COST CODES
FEB	NQN*	17*1405.225R	INCLUDED ON	APPROPRI-	000022	AA	Q (TWO CHARAC-	QN* MUST ALWAYS CON-
MAR	NQP*	17*1405.225R	ORDERS	ATE ALPHA	000022	AA	Q TERS) 3RD,	QP* TAIN EXACTLY 12
APR	NQQ*	17*1405.225R		CODE	000022	AA	Q 4TH, & 5TH	QQ* CHARACTERS. IT IS
MAY	NQR*	17*1405.225R	TO BE ASSIGNED		000022	AA	Q ELEMENTS OF	QR* DEVELOPED BY CITING
JUN	NQS*	17*1405.225R	BY THE	SEE	000022	AA	Q THE CIC MUST	QS* THE THREE CHARACTERS
JUL	NQT*	17*1405.225R	DISBURSING	PAGE	000022	AA	Q CONTAIN THE	QT* SHOWN PLUS
AUG	NQU*	17*1405.225R	OFFICER MAKING	2-84	000022	AA	Q FULL UNIT	QU* MEMBER'S
SEP	NQV*	17*1405.225R	PAYMENT	OF	000022	AA	Q IDENTIFICA-	QQ* COMPLETE
OCT	NQW*	17*1405.225R		THIS	000022	AA	Q TION CODE	QW* SOCIAL
NOV	NQQ*	17*1405.225R		GUIDE	000022	AA	Q (UIC) OF THE	QQ* SECURITY
DEC	NQY*	17*1405.225R			000022	AA	Q MBR'S DUSTA	QY* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AA

ROTATIONAL MISCELLANEOUS TO & FROM O/S	Q	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
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CIC EXAMPLE: AA Q 00651

UNIT IDENTIFICATION CODE OF
NSD, SUBIC BAY, PHILLIPPINES

NOT TO BE USED FOR MEMBER'S TRAVEL

(See Chapter III - Section III of this guide)

OFFICER ROTATIONAL
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

OFFICER ROTATIONAL
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	N7M*	17*1405.225R	NOT TO BE	INSERT	000022	AA	7 THE 2ND	7M* THESE COST CODES
FEB	N7N*	17*1405.225R	INCLUDED ON	APPROPRI-	000022	AA	7 (TWO CHARAC-	7N* MUST ALWAYS CON-
MAR	N7P*	17*1405.225R	ORDERS	ATE ALPHA	000022	AA	7 TERS) 3RD,	7P* TAIN EXACTLY 12
APR	N7Q*	17*1405.225R		CODE	000022	AA	7 4TH, & 5TH	7Q* CHARACTERS. IT IS
MAY	N7R*	17*1405.225R	TO BE ASSIGNED		000022	AA	7 ELEMENTS OF	7R* DEVELOPED BY CITING
JUN	N7S*	17*1405.225R	BY THE	SEE	000022	AA	7 THE CIC MUST	7S* THE THREE CHARACTERS
JUL	N7T*	17*1405.225R	DISBURSING	PAGE	000022	AA	7 CONTAIN THE	7T* SHOWN PLUS
AUG	N7U*	17*1405.225R	OFFICER MAKING	2-84	000022	AA	7 FULL UNIT	7U* MEMBER'S
SEP	N7V*	17*1405.225R	PAYMENT	OF	000022	AA	7 IDENTIFICA-	7V* COMPLETE
OCT	N7W*	17*1405.225R		THIS	000022	AA	7 TION CODE	7W* SOCIAL
NOV	N7X*	17*1405.225R		GUIDE	000022	AA	7 (UIC) OF THE	7X* SECURITY
DEC	N7Y*	17*1405.225R			000022	AA	7 MBR'S DUSTA	7Y* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AA

ROTATIONAL EVACUATION OVERSEAS	7	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
--------------------------------------	---	--

CIC EXAMPLE: AA 7

00651

UNIT IDENTIFICATION CODE OF
NSD SUBIC BAY, PHILIPPINES

NOT TO BE USED FOR MEMBER'S TRAVEL

(See Chapter III - Section III of this guide)

OFFICER ROTATIONAL
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
ACCESSION - RECRUITS
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(3)	(5)	(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES	
JAN	NAM*	17*1405.225A	NOT TO BE	INSERT	000022	AR	AM*/X/X/X	AM* THESE COST CODES	
FEB	NAN*	17*1405.225A	INCLUDED ON	APPROPRI-	000022	AR	AN*/X/X/X	AN* MUST ALWAYS CON-	
MAR	NAP*	17*1405.225A	ORDERS	ATE ALPHA	000022	AR	AP*/X/X/X	AP* TAIN EXACTLY 12	
APR	NAQ*	17*1405.225A		CODE	000022	AR	AQ*/X/X/X	AQ* CHARACTERS. IT IS	
MAY	NAR*	17*1405.225A	TO BE ASSIGNED		000022	AR	AR*/X/X/X	AR* DEVELOPED BY CITING	
JUN	NAS*	17*1405.225A	BY THE	SEE	000022	AR	AS*/X/X/X	AS* THE THREE CHARACTERS	
JUL	NAT*	17*1405.225A	DISBURSING	PAGE	000022	AR	AT*/X/X/X	AT* SHOWN PLUS	
AUG	NAU*	17*1405.225A	OFFICER MAKING	2-71	000022	AR	AU*/X/X/X	AU* MEMBER'S	
SEP	NAV*	17*1405.225A	PAYMENT	OF	000022	AR	AV*/X/X/X	AV* COMPLETE	
OCT	NAW*	17*1405.225A		THIS	000022	AR	AW*/X/X/X	AW* SOCIAL	
NOV	NAX*	17*1405.225A		GUIDE	000022	AR	AX*/X/X/X	AX* SECURITY	
DEC	NAY*	17*1405.225A			000022	AR	AY*/X/X/X	AY* NUMBER	

a/ Month of detachment for this classification is defined to be:
The month

1 Member (Regular Navy) enlists in the Training and Administration of Reserves (TAR Program).

2 Reservists going to recruit training departs from:

a. Home

b. Place from which ordered to active duty.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

c/ For group travel, cite complete social security number of the "Draft Leader."

* Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT	
	C
OPTAR	O
MANAGER	D
	E
Pers-712	AR

2ND ELEMENT				
PIC/MOD				
ACCESSION				
RECRUIT	A	#	##	
LAND				

IDENTIFIES THE
MONTH (page 2-8)
IDENTIFIES THE
FISCAL YEAR
(page 2-9)

1. MEMBER (REGULAR
NAVY) ENLISTS IN THE
TAR PROGRAM

2. RESERVISTS GOING TO
RECRUIT TRAINING DE-
PARTS FROM:

a. HOME

b. PLACE FROM
WHICH ORDERED
TO ACTIVE DUTY

3RD ELEMENT	
TYPE OF ASSIGNMENT	C O D E
FROM HOME OR MEPS TO THE NAVAL TRAINING CENTER	1
FROM RECRUIT TRAINING CENTER TO FIRST PERMANENT DUTY STATION	2
FROM RECRUIT TRAINING CENTER TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3
FROM RECRUIT TRAINING CENTER TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	4
FROM TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	5
FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	6
FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	7

4TH ELEMENT	
AUTHORITY DETAILER	C O D E
BUPERS QUOTAS IN NTC, RECRUITING DISTRICTS, COMDT	8
CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	9
NRPC	2
EPMAC	4

5TH ELEMENT	
REASON FOR TRAVEL	C O D E
NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
COMPLETION OF COURSE OF INSTRU- TION (SCHOOL GRADUATES)	F
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	G
- AVAILABILITY REASONS -	
OTHER AVAILS	5
DISCIPLINARY AVAILS	H
HOSPITAL AVAILS (TO LIMDU)	I

ENLISTED ACCESSION
RECRUITS
LAND

CHAPTER II - SECTION IV
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CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
ACCESSION - RECRUITS
FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(3)	(5)	(6)	(7)	(8)	(9)		
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. (FAN)	BCN SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES c/	
JAN	NJM#	17*1405.225A		NOT TO BE	INSERT	000022	AR	JM#/X/X/X	JM# THESE COST CODES	
FEB	NJN#	17*1405.225A		INCLUDED ON	APPROPRI-	000022	AR	JN#/X/X/X	JN# MUST ALWAYS CON-	
MAR	NJP#	17*1405.225A		ORDERS	ATE ALPHA	000022	AR	JP#/X/X/X	JP# TAIN EXACTLY 12	
APR	NJQ#	17*1405.225A			CODE	000022	AR	JQ#/X/X/X	JQ# CHARACTERS. IT IS	
MAY	NJR#	17*1405.225A		TO BE ASSIGNED		000022	AR	JR#X/X/X	JR# DEVELOPED BY CITING	
JUN	NJS#	17*1405.225A		BY THE	SEE	000022	AR	JS#/X/X/X	JS# THE THREE CHARACTERS	
JUL	NJT#	17*1405.225A		DISBURSING	PAGE	000022	AR	JT#/X/X/X	JT# SHOWN PLUS	
AUG	NJU#	17*1405.225A		OFFICER MAKING	2-71	000022	AR	JU#/X/X/X	JU# MEMBER'S	
SEP	NJV#	17*1405.225A		PAYMENT	OF	000022	AR	JV#/X/X/X	JV# COMPLETE	
OCT	NJW#	17*1405.225A			THIS	000022	AR	JW#/X/X/X	JW# SOCIAL	
NOV	NJX#	17*1405.225A			GUIDE	000022	AR	JX#/X/X/X	JX# SECURITY	
DEC	NJY#	17*1405.225A				000022	AR	JY#/X/X/X	JY# NUMBER	

a/ Month of detachment for this classification is defined to be:
The month

1. Member (Regular Navy) enlists in the Training and Administration of Reserves (TAR Program).

2. Reservists going to recruit training departs from:

a. Home

b. Place from which ordered to active duty.

b/ In lieu of the paritally pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

c/ For group travel, cite complete social security number of the "Draft Leader."

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	AUTHORITY	C	REASON FOR TRAVEL	
MANAGER	O	ACCESSION				ASSIGNMENT	O	DETAILER	O		
	D	RECRUIT	J	#	##		D		D		
	E	OVERSEAS					E		E		
Pers-712	AR					FROM HOME OR MEPS TO THE NAVAL TRAINING CENTER	1	BUPERS QUOTAS IN NTC,		NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	
		# IDENTIFIES THE MONTH (page 2-8)				FROM RECRUIT TRAINING CENTER TO FIRST PERMANENT DUTY STATION	2	RECRUITING DISTRICTS, COMDT	8	COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	
		## IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM RECRUIT TRAINING CENTER TO DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS A CUMULATIVE DURATION OF 20 WEEKS OR MORE	3	CO'S TRANSFERS BASED UPON BROAD DIRECTIVE	9	DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRAD)	
		1. MEMBER (REGULAR NAVY) ENLISTS IN THE TAR PROGRAM				FROM RECRUIT TRAINING CENTER TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	4	NRPC	2	- AVAILABILITY REASONS -	
		2. RESERVISTS GOING TO RECRUIT TRAINING DEPARTS FROM:				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE	5	EPMAC	4	OTHER AVAILS	
		a. HOME				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION	6			DISCIPLINARY AVAILS	
		b. PLACE FROM WHICH ORDERED TO ACTIVE DUTY				FROM TEMPORARY DUTY/TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	7			HOSPITAL AVAILS (TO LIMDU)	

ENLISTED ACCESSION
RECRUITS
FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED ACCESSION
OTHER THAN RECRUITS
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(3)	(5)	(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NBM#	17*1405.225A		NOT TO BE	INSERT	000022	AR	BM#/X/X/X	BM# THESE COST CODES
FEB	NBN#	17*1405.225A		INCLUDED ON	APPROPRI-	000022	AR	BN#/X/X/X	BN# MUST ALWAYS CON-
MAR	NBP#	17*1405.225A		ORDERS	ATE ALPHA	000022	AR	BP#/X/X/X	BP# TAIN EXACTLY 12
APR	NBQ#	17*1405.225A			CODE	000022	AR	BQ#/X/X/X	BQ# CHARACTERS. IT IS
MAY	NBR#	17*1405.225A		TO BE ASSIGNED		000022	AR	BR#/X/X/X	BR# DEVELOPED BY CITING
JUN	NBS#	17*1405.225A		BY THE	SEE	000022	AR	BS#/X/X/X	BS# THE THREE CHARACTERS
JUL	NBT#	17*1405.225A		DISBURSING	PAGE	000022	AR	BT#/X/X/X	BT# SHOWN PLUS
AUG	NBU#	17*1405.225A		OFFICER MAKING	2-71	000022	AR	BU#/X/X/X	BU# MEMBER'S
SEP	NBV#	17*1405.225A		PAYMENT	OF	000022	AR	BV#/X/X/X	BV# COMPLETE
OCT	NBW#	17*1405.225A			THIS	000022	AR	BW#/X/X/X	BW# SOCIAL
NOV	NBX#	17*1405.225A			GUIDE	000022	AR	BX#/X/X/X	BX# SECURITY
DEC	NBY#	17*1405.225A				000022	AR	BY#/X/X/X	BY# NUMBER

a/ Month of detachment for this classification is defined to be:
The month

1. Member (Regular Navy - other than recruit) enlists or reenlists in the Training and Administration of Reserves (TAR Program).

2. Reservists (other than recruit) departs from:

a. Home

b. Place from which ordered to active duty.

b/ In lieu of the paritally pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

BUPERSINST 7040.7
28 AUG 1991

5TH ELEMENT	
REASON FOR TRAVEL	C O D E

DRUG AND ALCOHOL REHAB CENTER AVAILS	9
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Enclosure (1)

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED ACCESSION
OTHER THAN RECRUITS
FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(3)	(5)	(6)	(7)	(8)	(9)		
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. (FAN)	BCN SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES	
JAN	NKM#	17*1405.225A		NOT TO BE	INSERT	000022	AR	KM#/X/X/X	KM# THESE COST CODES	
FEB	NKN#	17*1405.225A		INCLUDED ON	APPROPRI-	000022	AR	KN#/X/X/X	KN# MUST ALWAYS CON-	
MAR	NKP#	17*1405.225A		ORDERS	ATE ALPHA	000022	AR	KP#/X/X/X	KP# TAIN EXACTLY 12	
APR	NKQ#	17*1405.225A			CODE	000022	AR	KQ#/X/X/X	KQ# CHARACTERS. IT IS	
MAY	NKR#	17*1405.225A		TO BE ASSIGNED		000022	AR	KR#/X/X/X	KR# DEVELOPED BY CITING	
JUN	NKS#	17*1405.225A		BY THE	SEE	000022	AR	KS#/X/X/X	KS# THE THREE CHARACTERS	
JUL	NKT#	17*1405.225A		DISBURSING	PAGE	000022	AR	KT#/X/X/X	KT# SHOWN PLUS	
AUG	NKU#	17*1405.225A		OFFICER MAKING	2-71	000022	AR	KU#/X/X/X	KU# MEMBER'S	
SEP	NKV#	17*1405.225A		PAYMENT	OF	000022	AR	KV#/X/X/X	KV# COMPLETE	
OCT	NKW#	17*1405.225A			THIS	000022	AR	KW#/X/X/X	KW# SOCIAL	
NOV	NKX#	17*1405.225A			GUIDE	000022	AR	KX#/X/X/X	KX# SECURITY	
DEC	NKY#	17*1405.225A				000022	AR	KY#/X/X/X	KY# NUMBER	

a/ Month of detachment for this classification is defined to be:
The month

1. Member (Regular Navy - other than recruit) enlists or reenlists in the Training and Administration of Reserves (TAR Program).

2. Reservists (other than recruit) departs from:

a. Home

b. Place from which ordered to active duty.

b/ In lieu of the paritally pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

BUPERSINST 7040.7
28 AUG 1991

5TH ELEMENT	
REASON FOR TRAVEL	C O D E

DRUG AND ALCOHOL REHAB CENTER AVAILS	9
---	---

Enclosure (1)

PERMANENT CHANGE OF STATION TRAVEL

DATE

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. (FAN)	BCN SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	NCM#	17#1405.225T	NOT TO BE	INSERT	000022	AR	CM#/X/X/X	CM# THESE COST CODES
FEB	NCN#	17#1405.225T	INCLUDED ON	APPROPRI-	000022	AR	CN#/X/X/X	CN# MUST ALWAYS CON-
MAR	NCP#	17#1405.225T	ORDERS	ATE ALPHA	000022	AR	CP#/X/X/X	CP# TAIN EXACTLY 12
APR	NCQ#	17#1405.225T		CODE	000022	AR	CQ#/X/X/X	CQ# CHARACTERS. IT IS
MAY	NCR#	17#1405.225T	TO BE ASSIGNED		000022	AR	CR#/X/X/X	CR# DEVELOPED BY CITING
JUN	NCS#	17#1405.225T	BY THE	SEE	000022	AR	CS#/X/X/X	CS# THE THREE CHARACTERS
JUL	NCT#	17#1405.225T	DISBURSING	PAGE	000022	AR	CT#/X/X/X	CT# SHOWN PLUS
AUG	NCU#	17#1405.225T	OFFICER MAKING	2-71	000022	AR	CU#/X/X/X	CU# MEMBER'S
SEP	NCV#	17#1405.225T	PAYMENT	OF	000022	AR	CV#/X/X/X	CV# COMPLETE
OCT	NCW#	17#1405.225T		THIS	000022	AR	CW#/X/X/X	CW# SOCIAL
NOV	NCX#	17#1405.225T		GUIDE	000022	AR	CX#/X/X/X	CX# SECURITY
DEC	NCY#	17#1405.225T			000022	AR	CY#/X/X/X	CY# NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved) to proceed to duty under instruction at a school or installation in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as an Accession travel.)
2. Duty under instruction in CONUS/OVERSEAS (when no transoceanic travel is involved) where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in CONUS/OVERSEAS (when no transoceanic travel is involved) this includes any temporary duty enroute from school to another permanent duty station.
3. Subparagraphs 1 and 2 above include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	AUTHORITY	C	REASON FOR TRAVEL	C
MANAGER	O	TRAINING				ASSIGNMENT	O	DETAILER CODE	O		O
	D	LAND	C	#	##		D		D		D
	E						E		E		E
NRPC	AR							NAVRESPERSCOM	2	MOVE REASONS (BROKEN PRD ONLY)	
(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ."		# IDENTIFIES THE MONTH (page 2-8) ## IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1			ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE. THIS MAY INCLUDE TEMPORARY DUTY ENROUTE TO SCHOOL. (WHEN THE SCHOOL OR INSTALLATION IS THE MEMBER'S FIRST PERMANENT DUTY STATION THE MOVEMENT IS CLASSIFIED AS <u>ACCESSION</u> TRAVEL.)				FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2			HIGHER AUTH DIRECTS (FLAG HOLD, REQUEST, RELEASE AND CONGRESSIONAL INTEREST)	T
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3			CROSSDECKING (LATERAL TRANSFER)	8
						FROM TEMPORARY DUTY TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			ORDERED TO NEW CONSTRUCTION/ CONVERSION	P
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5			ORDERED TO SPECIFIED NEW PROGRAM/ PROJECT	R
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	6			ORDERED TO NEW BILLET/NEW QUALIFICATION REQUIRED	K
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	7			MEET SCHOOL CONVENING DATE	M
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				INACTIVATION OF VESSEL/ACTIVITY	N
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				CHANGE OF HOMEPORT, ACTIVITIES RELOCATED	X
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				MBR DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUALIFICATION)	Y
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST, AIDO, ECP)	Z
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				RATING CONVERSION, NEC CHANGED	S
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				MEMBER REQUEST ASSIGNMENT	6
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				REENLISTMENT INCENTIVE (GUARD III)	4
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				MOVE REASONS (ORDERED TO PRD ONLY)	
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				COMPLETION OF COMBAT ZONE TOUR	A
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				COMPLETION OF MAX TOUR OVERSEAS	D
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				COMPLETION OF NORMAL DOD AREA TOUR OVERSEAS	E
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				COMPLETION OF CONUS SHORE TOUR TYPE I	B
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION				COMPLETION OF PROJECTED SEA TOUR	C

28 AUG 1991

2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED). THIS INCLUDES ANY TEMPORARY DUTY ENROUTE FROM SCHOOL TO ANOTHER PERMANENT DUTY STATION.

3. SUBPARAGRAPHS (1) AND (2) ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.

COMPLETION OF ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
REENLISTMENT INCENTIVE (GUARD III)	2
-AVAILABILITY REASONS-	
DISCIPLINARY AVAILS	H
HOSPITAL AVAILS (INCLUDES TO LIMDU)	I
LIMDU TO FULL DUTY	7
COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES)	G
DRUG AND ALCOHOL REHAB CENTER AVAIL	9
OTHER AVAILS	5
EXTERNAL REASON CODES NOT USED	
Pers-4 DETAILERS	
ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q

ENLISTED

TRAINING

LAND

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
ROTATIONAL TRAINING
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(3)	(5)	(6)	(7)	(8)	(9)		
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. (FAN)	BCN SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES	
JAN	NLM#	17#1405.225R		NOT TO BE	INSERT	000022	AR	LM#/X/X/X	LM# THESE COST CODES	
FEB	NLN#	17#1405.225R		INCLUDED ON	APPROPRI-	000022	AR	LN#/X/X/X	LN# MUST ALWAYS CON-	
MAR	NLP#	17#1405.225R		ORDERS	ATE ALPHA	000022	AR	LP#/X/X/X	LP# TAIN EXALTLY 12	
APR	NLQ#	17#1405.225R			CODE	000022	AR	LQ#/X/X/X	LQ# CHARACTERS. IT IS	
MAY	NLR#	17#1405.225R		TO BE ASSIGNED		000022	AR	LR#/X/X/X	LR# DEVELOPED BY CITING	
JUN	NLS#	17#1405.225R		BY THE	SEE	000022	AR	LS#/X/X/X	LS# THE THREE CHARACTERS	
JUL	NLT#	17#1405.225R		DISBURSING	PAGE	000022	AR	LT#/X/X/X	LT# SHOWN PLUS	
AUG	NLU#	17#1405.225R		OFFICER MAKING	2-71	000022	AR	LU#/X/X/X	LU# MEMBER'S	
SEP	NLV#	17#1405.225R		PAYMENT	OF	000022	AR	LV#/X/X/X	LV# COMPLETE	
OCT	NLW#	17#1405.225R			THIS	000022	AR	LW#/X/X/X	LW# SOCIAL	
NOV	NLX#	17#1405.225R			GUIDE	000022	AR	LX#/X/X/X	LX# SECURITY	
DEC	NLY#	17#1405.225R				000022	AR	LY#/X/X/X	LY# NUMBER	

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station in CONUS/OVERSEAS to proceed to duty under instruction at a school or installation in CONUS/OVERSEAS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more. This may include temporary duty enroute to school. (When the school or installation is the member's first permanent duty station, the movement is classified as Accession travel.)
2. Duty under instruction in CONUS/OVERSEAS where the length of the course (or courses) of instruction is of a cumulative duration of 20 weeks or more to proceed to another permanent duty station in OVERSEAS/CONUS. This includes any temporary duty enroute from school to another permanent duty station.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	AUTHORITY	C	REASON FOR TRAVEL	C
MANAGER	O	ROTATIONAL				ASSIGNMENT	O	DETAILER CODE	O		O
	D	TRAINING	L	#	##		D		D		D
	E	OVERSEAS					E		E		E
NRPC	AR							NAVRESPERSCOM	2	MOVE REASONS (BROKEN PRD ONLY)	
(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ."		# IDENTIFIES THE MONTH (page 2-8) ## IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM A PERMANENT DUTY STATION TO DUTY UNDER INSTRUCTION	1			ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION IN CONUS/OVERSEAS (WHEN NO TRANSOCEANIC TRAVEL IS INVOLVED) TO PROCEED TO DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN OVERSEAS/ CONUS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE. THIS MAY INCLUDE TEMPORARY DUTY ENROUTE TO SCHOOL. (WHEN THE SCHOOL IS THE MEMBER'S FIRST PERMANENT DUTY STATION, THE MOVEMENT IS CLASSIFIED AS ACCESSION TRAVEL.)				FROM PERMANENT DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2			HIGHER AUTH DIRECTS (FLAG HOLD, REQUEST, RELEASE AND CONGRESSIONAL INTEREST)	T
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	3			CROSSECKING (LATERAL TRANSFER)	8
						FROM TEMPORARY DUTY TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			ORDERED TO NEW CONSTRUCTION/ CONVERSION	P
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5			ORDERED TO SPECIFIED NEW PROGRAM/ PROJECT	R
						FROM PERMANENT DUTY UNDER INSTRUCTION TO PERMANENT DUTY STATION OTHER THAN A SCHOOL	6			ORDERED TO NEW BILLET/NEW QUALIFICATION REQUIRED	K
						FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY OTHER THAN A SCHOOL	7			MEET SCHOOL CONVENING DATE	M
										INACTIVATION OF VESSEL/ACTIVITY	N
										CHANGE OF HOMEPORT, ACTIVITIES RELOCATED	X
										MBR DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUALIFICATION)	Y
										ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST, AIDO, ECP)	Z
										BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
										NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
										RATING CONVERSION, NEC CHANGED	S
										MEMBER REQUEST ASSIGNMENT	6
										REENLISTMENT INCENTIVE (GUARD III)	4
										MOVE REASONS (ORDERED TO PRD ONLY)	
										COMPLETION OF COMBAT ZONE TOUR	A
										COMPLETION OF MAX TOUR OVERSEAS	D
										COMPLETION OF NORMAL DOD AREA TOUR OVERSEAS	E
										COMPLETION OF CONUS SHORE TOUR TYPE I	B
										COMPLETION OF PROJECTED SEA TOUR	C

2. MEMBER IS DETACHED FROM DUTY UNDER INSTRUCTION AT A SCHOOL OR INSTALLATION IN CONUS/OVERSEAS WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO PROCEED TO ANOTHER PERMANENT DUTY STATION OVERSEAS/CONUS. THIS INCLUDES ANY TEMPORARY DUTY ENROUTE FROM SCHOOL TO ANOTHER PERMANENT DUTY STATION.

3. SUBPARAGRAPHS (1) AND (2) ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART FROM A DEPLOYED SHIP OR MOBILE UNIT.

COMPLETION OF ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
REENLISTMENT INCENTIVE (GUARD III)	2
-AVAILABILITY REASONS-	
DISCIPLINARY AVAILS	H
HOSPITAL AVAILS (INCLUDES TO LIMDU)	I
LIMDU TO FULL DUTY	7
COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES)	G
DRUG AND ALCOHOL REHAB CENTER AVAIL	9
OTHER AVAILS	5
EXTERNAL REASON CODES NOT USED	
Pers-4 DETAILERS	
ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q

ENLISTED ROTATIONAL
TRAINING
TO AND FROM OVERSEAS

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
OPERATIONAL (GENERAL)
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(3)	(5)	(6)	(7)	(8)	(9)		
	TAC	APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NDM#	17#1405.225L		NOT TO BE		INSERT	000022	AR	DM#/X/X/X	DM# THESE COST CODES
FEB	NDN#	17#1405.225L		INCLUDED ON		APPROPRI-	000022	AR	DN#/X/X/X	DN# MUST ALWAYS CON-
MAR	NDP#	17#1405.225L		ORDERS		ATE ALPHA	000022	AR	DP#/X/X/X	DP# TAIN EXACTLY 12
APR	NDQ#	17#1405.225L				CODE	000022	AR	DQ#/X/X/X	DQ# CHARACTERS. IT IS
MAY	NDR#	17#1405.225L		TO BE ASSIGNED			000022	AR	DR#/X/X/X	DR# DEVELOPED BY CITING
JUN	NDS#	17#1405.225L		BY THE		SEE	000022	AR	DS#/X/X/X	DS# THE THREE CHARACTERS
JUL	NDT#	17#1405.225L		DISBURSING		PAGE	000022	AR	DT#/X/X/X	DT# SHOWN PLUS
AUG	NDU#	17#1405.225L		OFFICER MAKING		2-71	000022	AR	DU#/X/X/X	DU# MEMBER'S
SEP	NDV#	17#1405.225L		PAYMENT		OF	000022	AR	DV#/X/X/X	DV# COMPLETE
OCT	NDW#	17#1405.225L				THIS	000022	AR	DW#/X/X/X	DW# SOCIAL
NOV	NDX#	17#1405.225L				GUIDE	000022	AR	DX#/X/X/X	DX# SECURITY
DEC	NDY#	17#1405.225L					000022	AR	DY#/X/X/X	DY# NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made within CONUS and within Overseas.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made within CONUS and within Overseas. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the CNO directive.
3. Subparagraphs 1 and 2 above include travel as required to join or depart from a deployed ship or mobile unit.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD OPERATIONAL GENERAL D # ## LAND				TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
NRPC	AR					FROM A PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION	1	NAVRESPERSCOM	2	MOVE REASONS (BROKEN PRD ONLY)	
(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL (UNDER BROAD AUTHORITY SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ."		# IDENTIFIES THE MONTH (page 2-8) ## IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM PERMANENT DUTY TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2			ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
(2) IN CASE OF INITIAL ASSIGN- MENT OF HOMEPORT OF A SHIP, USE OPTAR MANAGER DESIGNATED BY NAVRESPERSCOM.		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	3			HIGHER AUTH DIRECTS (FLAG HOLD, REQUEST, RELEASE AND CONGRESSIONAL INTEREST)	T
		2. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO TEMPORARY DUTY ENROUTE TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE WITHIN CONUS AND WITHIN OVERSEAS.				FROM TEMPORARY DUTY TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			CROSSECKING (LATERAL TRANSFER)	8
		3. SUBPARAGRAPHS 1 AND 2, ABOVE, INCLUDE TRAVEL AS REQUIRED TO JOIN OR DEPART A DEPLOYED SHIP OR MOBILE UNIT.				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5			ORDERED TO NEW CONSTRUCTION/ CONVERSION	P
		4. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF, THE FOURTH CHAR- ACTER OF THE CIC IS DETERMINED BY THE EFFEC- TIVE DATE SHOWN IN THE CNO DIRECTIVE.								ORDERED TO SPECIFIED NEW PROGRAM/ PROJECT	R
										ORDERED TO NEW BILLET/NEW QUALIFICATION REQUIRED	K
										MEET SCHOOL CONVENING DATE	M
										INACTIVATION OF VESSEL/ACTIVITY	N
										CHANGE OF HOMEPORT, ACTIVITIES RELOCATED	X
										MBR DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUALIFICATION)	Y
										ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST, AIDO, ECP)	Z
										BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
										NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
										RATING CONVERSION, NEC CHANGED	S
										MEMBER REQUEST ASSIGNMENT	6
										REENLISTMENT INCENTIVE (GUARD III)	4
										MOVE REASONS (ORDERED TO PRD ONLY)	
										COMPLETION OF COMBAT ZONE TOUR	A
										COMPLETION OF MAX TOUR OVERSEAS	D
										COMPLETION OF NORMAL DOD AREA TOUR OVERSEAS	E
										COMPLETION OF CONUS SHORE TOUR TYPE I	B
										COMPLETION OF PROJECTED SEA TOUR	C

COMPLETION OF ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
REENLISTMENT INCENTIVE (GUARD III)	2
-AVAILABILITY REASONS-	
DISCIPLINARY AVAILS	H
HOSPITAL AVAILS (INCLUDES TO LIMDU)	I
LIMDU TO FULL DUTY	7
COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES)	G
DRUG AND ALCOHOL REHAB CENTER AVAIL	9
OTHER AVAILS	5
EXTERNAL REASON CODES NOT USED Pers-4 DETAILERS	
ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q

ENLISTED
OPERATIONAL
(GENERAL) LAND

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
ROTATIONAL (GENERAL)
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	NMM#	17#1405.225R	NOT TO BE	INSERT	000022	AR	MM#/X/X/X	MM# THESE COST CODES
FEB	NMN#	17#1405.225R	INCLUDED ON	APPROPRI-	000022	AR	MN#/X/X/X	MN# MUST ALWAYS CON-
MAR	NMP#	17#1405.225R	ORDERS	ATE ALPHA	000022	AR	MP#/X/X/X	MP# TAIN EXACTLY 12
APR	NMQ#	17#1405.225R		CODE	000022	AR	MQ#/X/X/X	MQ# CHARACTERS. IT IS
MAY	NMR#	17#1405.225R	TO BE ASSIGNED		000022	AR	MR#/X/X/X	MR# DEVELOPED BY CITING
JUN	NMS#	17#1405.225R	BY THE	SEE	000022	AR	MS#/X/X/X	MS# THE THREE CHARACTERS
JUL	NMT#	17#1405.225R	DISBURSING	PAGE	000022	AR	MT#/X/X/X	MT# SHOWN PLUS
AUG	NMU#	17#1405.225R	OFFICER MAKING	2-71	000022	AR	MU#/X/X/X	MU# MEMBER'S
SEP	NMV#	17#1405.225R	PAYMENT	OF	000022	AR	MV#/X/X/X	MV# COMPLETE
OCT	NMW#	17#1405.225R		THIS	000022	AR	MW#/X/X/X	MW# SOCIAL
NOV	NMX#	17#1405.225R		GUIDE	000022	AR	MX#/X/X/X	MX# SECURITY
DEC	NMY#	17#1405.225R			000022	AR	MY#/X/X/X	MY# NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from:

1. Last permanent duty station to another permanent duty station when the move is made to and from overseas.
2. Last permanent duty station to temporary duty enroute to another permanent duty station when the move is made to and from overseas.
3. In case of initial assignment of a homeport of a ship or ship-based staff, the date of detachment is the effective date shown in the CNO directive.

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR MANAGER	C O D E	PIC/MOD				TYPE OF ASSIGNMENT	C O D E	AUTHORITY DETAILER CODE	C O D E	REASON FOR TRAVEL	C O D E
NRPC	AR	ROTATIONAL GENERAL OVERSEAS	M	#	##	FROM A PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION	1	NAVRESPERSCOM	2	MOVE REASONS (BROKEN PRD ONLY)	
(1) A PCS ORDER INITIATED AT THE LOCAL COMMAND LEVEL UNDER BROAD AUTHORITY (SUCH AS THE MILPERSMAN) WILL INDICATE THE OPTAR MANAGER "AZ."		# IDENTIFIES THE MONTH (page 2-8) ## IDENTIFIES THE FISCAL YEAR (page 2-9)				FROM PERMANENT DUTY TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	2			ORDERED TO FILL HIGH PRIORITY BILLET (CNO PRIORITY I, II, III, OR ONE FOR ONE BILLET)	L
(2) IN CASE OF INITIAL ASSIGN- MENT OF HOMEPORT OF A SHIP, USE OPTAR MANAGER DESIGNATED BY NAVRESPERSCOM.		1. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE TO AND FROM OVERSEAS.				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO A PERMANENT DUTY STATION	3			HIGHER AUTH DIRECTS (FLAG HOLD, REQUEST, RELEASE AND CONGRESSIONAL INTEREST)	T
(3) OPTAR MANA- GER CODE "AZ" FOR DEPARTMENTAL USE ONLY.		2. MEMBER IS SCHEDULED TO BE DETACHED FROM LAST PERMANENT DUTY STATION TO TEMPORARY DUTY ENROUTE TO ANOTHER PERMANENT DUTY STATION WHEN THE MOVE IS MADE TO AND FROM OVERSEAS.				FROM TEMPORARY DUTY TEMPORARY DUTY UNDER INSTRUCTION TO TEMPORARY DUTY/ TEMPORARY DUTY UNDER INSTRUCTION	4			CROSSECKING (LATERAL TRANSFER)	8
		3. IN CASE OF INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF THE FOURTH CHARAC- TER OF THE CIC IS DETER- MINED BY THE EFFECTIVE DATE SHOWN IN THE CNO DIRECTIVE.				FROM TEMPORARY DUTY /TEMPORARY DUTY UNDER INSTRUCTION TO PERMANENT DUTY UNDER INSTRUCTION	5			ORDERED TO NEW CONSTRUCTION/ CONVERSION	P
										ORDERED TO SPECIFIED NEW PROGRAM/ PROJECT	R
										ORDERED TO NEW BILLET/NEW QUALIFICATION REQUIRED	K
										MEET SCHOOL CONVENING DATE	M
										INACTIVATION OF VESSEL/ACTIVITY	N
										CHANGE OF HOMEPORT, ACTIVITIES RELOCATED	X
										MBR DISQUALIFIED (INELIGIBLE, UNSUITABLE, NON-VOL, PERSONA NON GRATA, SECURITY DISQUALIFICATION)	Y
										ORDERED TO OFFICER PROCUREMENT PROGRAM (OCS, AOCs, BOOST, AIDO, ECP)	Z
										BILLET DELETED/CHANGED, ACTIVITY REORGANIZED, MEMBER IN EXCESS	O
										NO COST (ALL ORDERS WITH ITEM 19) INCLUDING HUMS/SWAPS	J
										RATING CONVERSION, NEC CHANGED	S
										MEMBER REQUEST ASSIGNMENT	6
										REENLISTMENT INCENTIVE (GUARD III)	4
										MOVE REASONS (ORDERED TO PRD ONLY)	
										COMPLETION OF COMBAT ZONE TOUR	A
										COMPLETION OF MAX TOUR OVERSEAS	D
										COMPLETION OF NORMAL DOD AREA TOUR OVERSEAS	E
										COMPLETION OF CONUS SHORE TOUR TYPE I	B
										COMPLETION OF PROJECTED SEA TOUR	C

COMPLETION OF ACTIVITY TOUR INCLUDING TYPE V (COMPTOURED)	3
REENLISTMENT INCENTIVE (GUARD III)	2
-AVAILABILITY REASONS-	
DISCIPLINARY AVAILS	H
HOSPITAL AVAILS (INCLUDES TO LIMDU)	I
LIMDU TO FULL DUTY	7
COMPLETION OF COURSE OF INSTRUCTION (SCHOOL GRADUATES)	F
DROPPED FROM PRESCRIBED COURSE OF INSTRUCTION (SCHOOL NON-GRADUATES)	G
DRUG AND ALCOHOL REHAB CENTER AVAIL	9
OTHER AVAILS	5
EXTERNAL REASON CODES NOT USED Pers-4 DETAILERS	
ORDERED TO TREATMENT (INCLUDES DRUG ABUSE, ETC.)	Q

ENLISTED
ROTATIONAL (GENERAL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

ENLISTED
SEPARATION
LAND

PERMANENT CHANGE OF STATION TRAVEL

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) PAA b/ CUSTOMER ID CODE	COST CODES
JAN	NEM#	17#1405.225D	NOT TO BE	INSERT	000022	##	EM#/X/X/X	EM# THESE COST CODES
FEB	NEN#	17#1405.225D	INCLUDED ON	APPROPRI-	000022	##	EN#/X/X/X	EN# MUST ALWAYS CON-
MAR	NEP#	17#1405.225D	ORDERS	ATE ALPHA	000022	##	EP#/X/X/X	EP# TAIN EXACTLY 12
APR	NEQ#	17#1405.225D		CODE	000022	##	EQ#/X/X/X	EQ# CHARACTERS. IT IS
MAY	NER#	17#1405.225D	TO BE ASSIGNED		000022	##	ER#/X/X/X	ER# DEVELOPED BY CITING
JUN	NES#	17#1405.225D	BY THE	SEE	000022	##	ES#/X/X/X	ES# THE THREE CHARACTERS
JUL	NET#	17#1405.225D	DISBURSING	PAGE	000022	##	ET#/X/X/X	ET# SHOWN PLUS
AUG	NEU#	17#1405.225D	OFFICER MAKING	2-71	000022	##	EU#/X/X/X	EU# MEMBER'S
SEP	NEV#	17#1405.225D	PAYMENT	OF	000022	##	EV#/X/X/X	EV# COMPLETE
OCT	NEW#	17#1405.225D		THIS	000022	##	EW#/X/X/X	EW# SOCIAL
NOV	NEX#	17#1405.225D		GUIDE	000022	##	EX#/X/X/X	EX# SECURITY
DEC	NEY#	17#1405.225D			000022	##	EY#/X/X/X	EY# NUMBER

a/ Month of detachment for this classification is defined to be:

The month member is scheduled to be detached from last permanent duty station (regardless of location) to

1. Home of record

2. Place of entry into service.

3. Home of selection.

Note: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, Vol I - Chapter 5, Parts C, D, E and F).

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

Inset appropriate OPTAR Manager Code from first element of the CIC on following page.

28 AUG 1991

5TH ELEMENT	
REASON FOR TRAVEL	C O D E
DISCHARGES OTHER THAN HONORABLE	H
EARLY RELEASE	U
FLEET RESERVE/RETIREMENT	V
EAOS	W
MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7

2. DEPENDENTS
COMMENCE TRAVEL AND/
OR SHIP PERSONAL
PROPERTY OF A MEMBER
WHO IS DECEASED.

Enclosure (1)

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
SEPARATION
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. (FAN)	BCN SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NNM#	17#1405.225D	NOT TO BE	INSERT	000022	##	NM#/X/X/X	NM# THESE COST CODES
FEB	NNN#	17#1405.225D	INCLUDED ON	APPROPRI-	000022	##	NN#/X/X/X	NN# MUST ALWAYS CON-
MAR	NNP#	17#1405.225D	ORDERS	ATE ALPHA	000022	##	NP#/X/X/X	NP# TAIN EXACTLY 12
APR	NNQ#	17#1405.225D		CODE	000022	##	NQ#/X/X/X	NQ# CHARACTERS. IT IS
MAY	NNR#	17#1405.225D	TO BE ASSIGNED		000022	##	NR#/X/X/X	NR# DEVELOPED BY CITING
JUN	NNS#	17#1405.225D	BY THE	SEE	000022	##	NS#/X/X/X	NS# THE THREE CHARACTERS
JUL	NNT#	17#1405.225D	DISBURSING	PAGE	000022	##	NT#/X/X/X	NT# SHOWN PLUS
AUG	NNU#	17#1405.225D	OFFICER MAKING	2-71	000022	##	NU#/X/X/X	NU# MEMBER'S
SEP	NNV#	17#1405.225D	PAYMENT	OF	000022	##	NV#/X/X/X	NV# COMPLETE
OCT	NNW#	17#1405.225D		THIS	000022	##	NW#/X/X/X	NW# SOCIAL
NOV	NNX#	17#1405.225D		GUIDE	000022	##	NX#/X/X/X	NX# SECURITY
DEC	NNY#	17#1405.225D			000022	##	NY#/X/X/X	NY# NUMBER

a/ Month of detachment for this classification is defined to be:
The month member is scheduled to be detached from last permanent duty station (regardless of location) to

1. Home of record
2. Place of entry into service
3. Home of selection

Note: In case of a deceased member, the scheduled date of detachment will be when dependents commence travel and/or ship personal property. (Refer to JFTR, Vol I - Chapter 5, Parts C, D, E and F.)

b/ In lieu of the partially pre-printed CIC shown in columns (7) and (8), follow procedures set forth in paragraph 4b of Chapter II - Section IV of this guide.

Insert the last character of the applicable fiscal year

Insert appropriate OPTAR Manager Code from first element of the CIC on following page.

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT	
OPTAR	C
MANAGER	O
	D
	E
Pers-712	AR
Pers-712	AA

2ND ELEMENT				
PIC/MOD				
SEPARATION	N	#	##	
OVERSEAS				

3RD ELEMENT	
TYPE OF ASSIGNMENT	C
	O
	D
	E
FROM LAST PERMANENT DUTY STATION TO HOME	1
FROM DUTY UNDER INSTRUCTION WHERE THE LENGTH OF THE COURSE (OR COURSES) OF INSTRUCTION IS OF A CUMULATIVE DURATION OF 20 WEEKS OR MORE TO HOME	2
FROM RECRUIT TRAINING TO HOME	3
FLEET RESERVE TRANSFERS, RETIREMENTS AND PHYSICAL DISABILITY FROM LAST PERMANENT DUTY TO HOME OR PLACE OF SELECTION	5
RESERVES RELEASED FROM ACTIVE DUTY OF LESS THEN 150 DAYS (EXCLUDING ACTIVE DUTY FOR TRAINING)	6

4TH ELEMENT	
AUTHORITY	C
DETAILER	O
	D
	E
CO'S TRANSFERS	9
BASED UPON	
BROAD DIRECTIONS	

5TH ELEMENT	
REASON FOR TRAVEL	C
	O
	D
	E
DISCHARGES OTHER THAN HONORABLE	H
EARLY RELEASE	U
FLEET RESERVE/RETIREMENT	V
EAOS	W
MOVEMENT OF DEPENDENTS AND/OR SHIPMENT OF PERSONAL PROPERTY OF A MEMBER WHO IS DECEASED	7

(1) OPTAR CODE
"AA" FOR USE ONLY
IN CASES INVOL-
VING MOVEMENT OF
DEPENDENTS AND/
OR SHIPMENT OF
PERSONAL PROPERTY
OF A MEMBER WHO
IS DECEASED.

IDENTIFIES THE
MONTH (page 2-8)
IDENTIFIES THE
FISCAL YEAR
(page 2-9)

1. MEMBER IS SCHED-
ULED TO BE DETACHED
FROM LAST PERMANENT
DUTY STATION (REGARD-
LESS OF LOCATION) TO:

- a. HOME OF
RECORD
- b. PLACE OF
ENTRY INTO
SERVICE
- c. HOME OF
SELECTION

2. DEPENDENTS
COMMENCE TRAVEL AND/
OR SHIP PERSONAL
PROPERTY OF A MEMBER
WHO IS DECEASED.

ENLISTED
SEPARATION
TO AND FROM OVERSEAS

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
ORGANIZED UNITS
LAND

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS								
	(1)		(3)	(5)	(6)	(7)	(8)	(9)	
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES
JAN	NFM*	17*1405.225U	NOT TO BE	INSERT	000022	AR	FM*/1/0/X	FM# THESE COST CODES	
FEB	NFN*	17*1405.225U	INCLUDED ON	APPROPRI-	000022	AR	FN*/1/0/X	FN# MUST ALWAYS CON-	
MAR	NFP*	17*1405.225U	ORDERS	ATE ALPHA	000022	AR	FP*/1/0/X	FP# TAIN EXACTLY 12	
APR	NFQ*	17*1405.225U		CODE	000022	AR	FQ*/1/0/X	FQ# CHARACTERS. IT IS	
MAY	NFR*	17*1405.225U	TO BE ASSIGNED		000022	AR	FR*/1/0/X	FR# DEVELOPED BY CITING	
JUN	NFS*	17*1405.225U	BY THE	SEE	000022	AR	FS*/1/0/X	FS# THE THREE CHARACTERS	
JUL	NFT*	17*1405.225U	DISBURSING	PAGE	000022	AR	FT*/1/0/X	FT# SHOWN PLUS	
AUG	NFU*	17*1405.225U	OFFICER MAKING	2-71	000022	AR	FU*/1/0/X	FU# MEMBER'S	
SEP	NFV*	17*1405.225U	PAYMENT	OF	000022	AR	FV*/1/0/X	FV# COMPLETE	
OCT	NFW*	17*1405.225U		THIS	000022	AR	FW*/1/0/X	FW# SOCIAL	
NOV	NFX*	17*1405.225U		GUIDE	000022	AR	FX*/1/0/X	FX# SECURITY	
DEC	NFY*	17*1405.225U			000022	AR	FY*/1/0/X	FY# NUMBER	

a/ Month of detachment for this classification is defined to be:
The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the SECNAV or CNO directive ordering relocation of a shore-based activity.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	AUTHORITY	C	REASON FOR TRAVEL	
MANAGER	O	ORGANIZED				ASSIGNMENT	O	DETAILER	O		
	D	UNITS	F	#	##		D		D		
	E	LAND					E		E		
Pers-712	AR					FROM LAST PERMANENT		CNO/SECNAV	&	CHANGE HOMEPORT/ACTIVITY RELOCATED	
						DUTY STATION	1				
						LOCATION TO NEW					
						PERMANENT DUTY					
						STATION LOCATION					

IDENTIFIES THE MONTH (page 2-6)

IDENTIFIES THE FISCAL YEAR (page 2-6)

1. FOR THE MONTH AND FISCAL YEAR, THE EFFECTIVE DATE OF CHANGE SHOWN IN THE CNO DIRECTIVE ORDERING:

- a. A CHANGE OF HOME-PORT OR SHIP-BASED STAFF
- b. A CHANGE OF PERMANENT STATION OF A MOBILE UNIT, OR THE EFFECTIVE DATE OF CHANGE AS SHOWN IN THE SECNAV OR CNO DIRECTIVE ORDERING RELOCATION OF A SHORE-BASED ACTIVITY.

OFFICER
ORGANIZED UNITS
LAND

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED
ORGANIZED UNITS
TO AND FROM OVERSEAS

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS									
	(1)		(3)	(5)	(6)	(7)	(8)	(9)		
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE	COST CODES	
JAN	NOM*	17*1405.225U		NOT TO BE	INSERT	000022	AR	OM*/1/&/X	OM# THESE COST CODES	
FEB	NON*	17*1405.225U		INCLUDED ON	APPROPRI-	000022	AR	ON*/1/&/X	ON# MUST ALWAYS CON-	
MAR	NOP*	17*1405.225U		ORDERS	ATE ALPHA	000022	AR	OP*/1/&/X	OP# TAIN EXACTLY 12	
APR	NOQ*	17*1405.225U			CODE	000022	AR	OQ*/1/&/X	OQ# CHARACTERS. IT IS	
MAY	NOR*	17*1405.225U		TO BE ASSIGNED		000022	AR	OR*/1/&/X	OR# DEVELOPED BY CITING	
JUN	NOS*	17*1405.225U		BY THE	SEE	000022	AR	OS*/1/&/X	OS# THE THREE CHARACTERS	
JUL	NOT*	17*1405.225U		DISBURSING	PAGE	000022	AR	OT*/1/&/X	OT# SHOWN PLUS	
AUG	NOU*	17*1405.225U		OFFICER MAKING	2-71	000022	AR	OU*/1/&/X	OU# MEMBER'S	
SEP	NOV*	17*1405.225U		PAYMENT	OF	000022	AR	OV*/1/&/X	OV# COMPLETE	
OCT	NOW*	17*1405.225U			THIS	000022	AR	OW*/1/&/X	OW# SOCIAL	
NOV	NOX*	17*1405.225U			GUIDE	000022	AR	OX*/1/&/X	OX# SECURITY	
DEC	NOY*	17*1405.225U				000022	AR	OY*/1/&/X	OY# NUMBER	

a/ Month of detachment for this classification is defined to be:
The effective date of change as shown in the CNO directive ordering:

1. Change of homeport or ship-based staff.
2. Change of permanent station of the mobile unit, or the effective date of change as shown in the SECNAV or CNO directive ordering relocation of a shore-based activity.

Insert the last character of the applicable fiscal year

CUSTOMER IDENTIFICATION CODE (CIC) CHART

BUPERSINST 7040.7

28 AUG 1991

1ST ELEMENT		2ND ELEMENT				3RD ELEMENT		4TH ELEMENT		5TH ELEMENT	
OPTAR	C	PIC/MOD				TYPE OF	C	AUTHORITY	C	REASON FOR TRAVEL	
MANAGER	O	ORGANIZED				ASSIGNMENT	O	DETAILER	O		
	D	UNITS	O	#	##		D		D		
	E	OVERSEAS					E		E		
Pers-712	AR					FROM LAST PERMANENT		CNO/SECNAV	&	CHANGE HOMEPORT/ACTIVITY RELOCATED	
						DUTY STATION	1				
						LOCATION TO NEW					
						PERMANENT DUTY					
						STATION LOCATION					

IDENTIFIES THE
MONTH (page 2-6)
IDENTIFIES THE
FISCAL YEAR
(page 2-6)

1. FOR THE MONTH AND
FISCAL YEAR, THE
EFFECTIVE DATE OF
CHANGE SHOWN IN THE
CNO DIRECTIVE
ORDERING:

- a. A CHANGE OF HOME-
PORT OR SHIP-
BASED STAFF
- b. A CHANGE OF PERMA-
NENT STATION OF A
MOBILE UNIT, OR
THE EFFECTIVE DATE
OF CHANGE AS SHOWN
IN THE SECNAV OR
CNO DIRECTIVE
ORDERING RELO-
CATION OF A SHORE-
BASED ACTIVITY.

OFFICER
ORGANIZED UNITS
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED OPERATIONAL
(MISCELLANEOUS TRAVEL)
LAND

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NRM*	17*1405.225L	NOT TO BE	INSERT	000022	AA	R THE 2ND	RM* THESE COST CODES
FEB	NRN*	17*1405.225L	INCLUDED ON	APPROPRI-	000022	AA	R (TWO CHARAC-	RN* MUST ALWAYS CON-
MAR	NRP*	17*1405.225L	ORDERS	ATE ALPHA	000022	AA	R TERS) 3RD,	RP* TAIN EXACTLY 12
APR	NRQ*	17*1405.225L		CODE	000022	AA	R 4TH, & 5TH	RQ* CHARACTERS. IT IS
MAY	NRR*	17*1405.225L	TO BE ASSIGNED		000022	AA	R ELEMENTS OF	RR* DEVELOPED BY CITING
JUN	NRS*	17*1405.225L	BY THE	SEE	000022	AA	R THE CIC MUST	RS* THE THREE CHARACTERS
JUL	NRT*	17*1405.225L	DISBURSING	PAGE	000022	AA	R CONTAIN THE	RT* SHOWN PLUS
AUG	NRU*	17*1405.225L	OFFICER MAKING	2-84	000022	AA	R FULL UNIT	RU* MEMBER'S
SEP	NRV*	17*1405.225L	PAYMENT	OF	000022	AA	R IDENTIFICA-	RV* COMPLETE
OCT	NRW*	17*1405.225L		THIS	000022	AA	R TION CODE	RW* SOCIAL
NOV	NRX*	17*1405.225L		GUIDE	000022	AA	R (UIC) OF THE	RX* SECURITY
DEC	NRY*	17*1405.225L			000022	AA	R MBR'S DUSTA	RY* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AA

OPERATIONAL MISCELLANEOUS LAND	R	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
--------------------------------------	---	--

CIC EXAMPLE: AA R

00171

I
I

UNIT IDENTIFICATION CODE OF
HEADQUARTERS NDW, WASHINGTON, D.C.

NOT TO BE USED FOR MEMBER'S TRAVEL

(See Chapter III - Section III of this guide)

ENLISTED OPERATIONAL
(MISCELLANEOUS TRAVEL)
LAND

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED ROTATIONAL
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	NYM*	17*1405.225R	NOT TO BE	INSERT	000022	AA	Y THE 2ND	YM* THESE COST CODES
FEB	NYN*	17*1405.225R	INCLUDED ON	APPROPRI-	000022	AA	Y (TWO CHARAC-	YN* MUST ALWAYS CON-
MAR	NYP*	17*1405.225R	ORDERS	ATE ALPHA	000022	AA	Y TERS) 3RD,	YP* TAIN EXACTLY 12
APR	NYQ*	17*1405.225R		CODE	000022	AA	Y 4TH, & 5TH	YQ* CHARACTERS. IT IS
MAY	NYR*	17*1405.225R	TO BE ASSIGNED		000022	AA	Y ELEMENTS OF	YR* DEVELOPED BY CITING
JUN	NYS*	17*1405.225R	BY THE	SEE	000022	AA	Y THE CIC MUST	YS* THE THREE CHARACTERS
JUL	NYT*	17*1405.225R	DISBURSING	PAGE	000022	AA	Y CONTAIN THE	YT* SHOWN PLUS
AUG	NYU*	17*1405.225R	OFFICER MAKING	2-84	000022	AA	Y FULL UNIT	YU* MEMBER'S
SEP	NYV*	17*1405.225R	PAYMENT	OF	000022	AA	Y IDENTIFICA-	YV* COMPLETE
OCT	NYW*	17*1405.225R		THIS	000022	AA	Y TION CODE	YW* SOCIAL
NOV	NYX*	17*1405.225R		GUIDE	000022	AA	Y (UIC) OF THE	YX* SECURITY
DEC	NYZ*	17*1405.225R			000022	AA	Y MBR'S DUSTA	YY* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personnel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AA

ROTATIONAL MISCELLANEOUS TO & FROM O/S	Y	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
--	---	--

CIC EXAMPLE: AA Y

00651

I

UNIT IDENTIFICATION CODE OF
NSD SUBIC BAY, PHILIPPINES

NOT TO BE USED FOR MEMBER'S TRAVEL

(See Chapter III - Section III of this guide)

ENLISTED ROTATIONAL
(MISCELLANEOUS TRAVEL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV
ACCOUNTING GUIDE

CLASSIFICATION

PERMANENT CHANGE OF STATION TRAVEL

ENLISTED ROTATIONAL
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

(NOT TO BE USED FOR MEMBER'S TRAVEL)

When scheduled date of detachment occurs in a/	ACCOUNTING DATA TO BE INSERTED ON TRAVEL ORDERS AND/OR OTHER AUTHORIZING DOCUMENTS							
	(1)		(3)	(5)	(6)	(7)	(8)	(9)
	TAC	APPRO- PRIATION	SUB- HEAD	O.C. BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN	N8M*	17*1405.225R	NOT TO BE	INSERT	000022	AA	8 THE 2ND	8M* THESE COST CODES
FEB	N8N*	17*1405.225R	INCLUDED ON	APPROPRI-	000022	AA	8 (TWO CHARAC-	8N* MUST ALWAYS CON-
MAR	N8P*	17*1405.225R	ORDERS	ATE ALPHA	000022	AA	8 TERS) 3RD,	8P* TAIN EXACTLY 12
APR	N8Q*	17*1405.225R		CODE	000022	AA	8 4TH, & 5TH	8Q* CHARACTERS. IT IS
MAY	N8R*	17*1405.225R	TO BE ASSIGNED		000022	AA	8 ELEMENTS OF	8R* DEVELOPED BY CITING
JUN	N8S*	17*1405.225R	BY THE	SEE	000022	AA	8 THE CIC MUST	8S* THE THREE CHARACTERS
JUL	N8T*	17*1405.225R	DISBURSING	PAGE	000022	AA	8 CONTAIN THE	8T* SHOWN PLUS
AUG	N8U*	17*1405.225R	OFFICER MAKING	2-84	000022	AA	8 FULL UNIT	8U* MEMBER'S
SEP	N8V*	17*1405.225R	PAYMENT	OF	000022	AA	8 IDENTIFICA-	8V* COMPLETE
OCT	N8W*	17*1405.225R		THIS	000022	AA	8 TION CODE	8W* SOCIAL
NOV	N8X*	17*1405.225R		GUIDE	000022	AA	8 (UIC) OF THE	8X* SECURITY
DEC	N8Y*	17*1405.225R			000022	AA	8 MBR'S DUSTA	88* NUMBER

a/ Scheduled month of detachment for this classification is defined to be:
The month dependents commence travel and/or shipment of personel property.

Not to be used for member's travel
(See Chapter III - Section III of this guide.)

* Insert the last character of the applicable fiscal year

28 AUG 1991

CUSTOMER IDENTIFICATION CODE (CIC) CHART

1ST ELEMENT	
OPTAR MANAGER	C O D E
Pers-712	AA

ROTATIONAL EVACUATION TO & FROM O/S	8	2ND ELEMENT, 3RD ELEMENT, 4TH ELEMENT AND 5TH ELEMENT MUST BE COMPLETED CONTAINING THE FULL UNIT IDENTIFICATION CODE (UIC) OF THE MEMBER'S UNIT
---	---	--

CIC EXAMPLE: AA 8

00651

I
IUNIT IDENTIFICATION CODE OF
NSD SUBIC BAY, PHILIPPINESNOT TO BE USED FOR MEMBER'S TRAVEL

(See Chapter III - Section III of this guide)

ENLISTED ROTATIONAL
(EVACUATION TRAVEL)
TO AND FROM OVERSEAS

CHAPTER II - SECTION IV

RANK OR RATE CODING CHART

<u>OFFICER RANK CODE</u>			<u>ENLISTED RATE CODE</u>		
	<u>Pay Grade</u>	<u>Code</u>		<u>Pay Grade</u>	<u>Code</u>
<u>Warrant Officers</u>			<u>Enlisted</u>		
WO	W-1	L	Recruit	E-1	A
CWO	W-2	M	Apprentice	E-2	B
CWO	W-3	N	Seaman	E-3	C
CWO	W-4	O			
			Petty Officer Third Class	E-4	D (2 yrs service or less)
<u>Midshipmen</u>		Q	Petty Officer Third Class	E-4	E (More than 2 yrs service)
<u>Commissioned Officers</u>			Petty Officer Second Class	E-5	F
ENS	O-1	R			
LTJG	O-2	S	Petty Officer First Class	E-6	G
LT	O-3	T	Chief Petty Officer	E-7	H
LCDR	O-4	U			
CDR	O-5	V	Senior Chief Petty Officer	E-8	J
CAPT	O-6	W	Master Chief Petty Officer	E-9	K
RADM (LH)	O-7	X			
RADM (UH)	O-8	X			
VADM	O-9	X			
ADM	O-10	X			

CHAPTER III - SECTION I

NAVPERS 7041/1, PCS TRAVEL, GENERAL GUIDELINES

1. Each year the Navy spends millions of dollars for the transportation of military personnel, their dependents and the shipment of personal property between the old and new duty stations. The NAVPERS 7041/1, PCS Travel, is the primary source of statistical information regarding transfers and is an essential tool used in the fiscal management of the Permanent Change of Station (PCS) Program. Without the travel information, effective and efficient budgeting of PCS funds is impossible.
2. Orders initiating PCS transfers originate as either NAVRESPERSCOM orders or field orders. NAVRESPERSCOM orders are delivered to the member's command from the orderwriting community. Field orders are delivered to the member under the authority of the commanding officer and include:
 - (a) Accessions and Separations
 - (b) Change of Permanent Duty Station of Organized Units (Ships, Air units, other Mobile Units).
 - (c) Relocation of a Shore-Based Activity
3. A NAVPERS 7041/1 must be submitted each time a member is involved in a PCS transfer. Failure to submit a NAVPERS 7041/1 has a negative effect upon the management of PCS funds and, as a result, members may be forced to cope with the following:
 - (a) Move Freezes
 - (b) Tour Extension
 - (c) No New Entitlements
 - (d) Possible Promotion Freezes
 - (e) Family Hardships
 - (f) Extra Work For the Receiving Commands
 - (g) Unnecessary Order Modifications
4. It is the responsibility of both the member and the detaching Pay/Personnel Administrative Support System(PASS)/Personnel Office to ensure completion of the NAVPERS 7041/1. The PASS/Personnel Office must complete the accounting data and cost code contained in the upper portion of the NAVPERS 7041/1 and then pass it to the "member who must complete the remaining blocks that are applicable to his or her transfer.

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Members should complete the NAVPERS 7041/1 during their check-out process from the detaching permanent duty station. This provides the member with sufficient time to (1) resolve any indecisions concerning movement of dependents and/or household goods and (2) adjust plans to conform to any modifications or cancellations to orders. For those members who are reentering the Navy, a NAVPERS 7041/1 must be completed and submitted when reporting for duty.

5. Upon completion, the NAVPERS 7041/1 should be mailed by the detaching office to the following address:

Director
Permanent Change of Station
Variance Component
1240 East 9th Street, Suite 967
Cleveland, OH 44199-2088

6. Due to the importance of the NAVPERS 7041/1, correspondence is generated to ensure submission. Prospective detachment letters and listings are sent to commands requesting they ensure each detaching member completes a NAVPERS 7041/1 during the check-out process. The command Performance Monitoring System also summarizes the NAVPERS 7041/1 submission rate of detaching commands by unit identification code. Members who do not submit a NAVPERS 7041/1 are reported on a quarterly basis to the member's receiving command and proper submission requested. The information the Navy member provides on the NAVPERS 7041/1 is vital to the effective management of the PCS program by providing the means to closely estimate the cost of the PCS move and the subsequent obligation of funds. The data is also compiled for statistical use in budget development, costing proposed legislation, and in responding to legislative inquiries.

CHAPTER III - SECTION II

INSTRUCTIONS FOR COMPLETION OF NAVPERS 7041/1, PCS TRAVEL

Instructions for completing the required data on the NAVPERS 7041/1 are provided in detail on the following pages. The form is divided into the following blocks for ease of reference:

Member/PCS Order Identification	(Blocks 1 thru 5)
Part I - Itinerary	(Blocks 6 thru 18)
Part II - Dependents Itinerary	(Blocks 19 thru 26)
Part III - Household Goods	(Blocks 27 thru 39)
Part IV - Vehicles	(Blocks 40 thru 43)

The reverse side of the form contains additional instructions and provides for member's signature.

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DETAILED INSTRUCTIONS FOR PREPARATION OF NAVPERS 7041/1, PCS TRAVEL

BLOCK 1 - NAME: Enter member's last name, first name, middle initial.

BLOCK 2 - SSN: Enter member's social security number.

BLOCK 3 - PAY GRADE: Enter the member's pay grade.

BLOCK 4 - ORDER NO./AUTHORIZATION: Enter the authority for the PCS transfer.

ILLUSTRATIONS #2 - #6 contain various PCS formats showing the location of the order authority and its corresponding entry.

BLOCK 5 - ACCOUNTING DATA: Utilize the accounting data furnished on the PCS orders. All blanks on the form which do not contain pre-filled data require accounting information. ILLUSTRATIONS #7 - #10 contain examples of PCS order formats showing the location of the PCS accounting data and its entry. ILLUSTRATION #9 provides checkpoints for verification of member's accounting data on the NAVPERS 7041/1. Refer to Chapter II of this instruction for additional information relative to PCS accounting data.

PART I - ITINERARY

BLOCK 6 - PRESENT DUTY STATION: Enter the complete name of the present duty station from which member is being detached on PCS orders.

BLOCK 7 - HOMEPORT: Enter location at which ship, squadron, or other deployable unit is assigned.

BLOCK 8 - DETACHMENT DATE: Enter the date the member is authorized to depart from the transferring command.

BLOCK 9 - IF DEPLOYED ACTUAL LOC: If detaching on PCS from a deployed ship, squadron or other mobile unit, provide actual location from which travel commences.

BLOCK 10 - NAME/LOCATION: Enter in sequence the complete titles of all intermediate duty stations to which member will report in carrying out their PCS orders. If more than five intermediate duty stations, continue the itinerary or sequence on the reverse side of the form in Section I.

BLOCK 11 - MDTVL: Enter appropriate two-digit Mode of Travel code contained on the reverse side of the form (SECTION I/II ADDITIONAL INSTRUCTIONS) which reflects the method of transportation utilized in the execution of the PCS orders. The first character of the code should come from column (a) and the second character from column (b). The MDTVL code must be provided for the Intermediate Duty Stations and Ultimate Permanent Duty stations.

Example: PA = Travel by Private Auto

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BLOCK 12 - NATURE OF DUTY: Enter the reason member is reporting to the intermediate duty station. See "NATURE OF DUTY" in Abbreviations Section on reverse side of form.

Example: TEMDUINS or TEMDU

BLOCK 13 - CLCVN DATE: Enter the class convening date for the course of instruction.

BLOCK 14 - DURATION TD/TDI: Enter the estimated number of days or weeks ordered to the associated TEMDUINS intermediate duty station or the estimated number of days or weeks at the TEMDU intermediate duty station.

Example: GRAD DATE less CLCVN DATE = DURATION OF TDI (21 FEB 88 TO 11 DEC 88 = 73 DAYS)

BLOCK 15 - LEAVE PERIODS: Provide an estimate of any leave periods anticipated prior, during and/or between intermediate duty assignments.

BLOCK 16 - ULTIMATE PERMANENT DUTY STATION: Enter the complete name of the ultimate activity to which member is ordered to report.

BLOCK 17 - HOMEPORT: Enter homeport of ultimate duty station.

BLOCK 18 - DEPLOYED: If ultimate duty station is deployed (ship, squadron or mobile unit), provide geographical location by checking appropriate block.

ILLUSTRATION #12 includes examples for blocks 6 thru 8 and provides a comparison between the member's itinerary as it appears on the Standard Transfer Order with the completed portion of the member's itinerary section of the associated NAVPERS 7041/1.

PART II - DEPENDENTS ITINERARY

BLOCK 19 - MARITAL STATUS: Indicate if member is single or married.

BLOCK 20 - WILL DEPENDENTS MOVE: Indicate if dependents will accompany member in their PCS move.

BLOCK 21 - NUMBER OF DEPENDENTS MOVING BY AGE GROUP: Indicate the number of dependents by age group. Spouse should be included in the 12 yrs. & over.

BLOCK 22 - DESIGNATED PLACE: If member is ordered to an overseas duty on PCS orders, indicate whether dependents will be awaiting entry approval or established permanent residency. Provide the actual location (CITY/STATE) of the new permanent resident determined by the member and their dependents.

BLOCK 23 - DATE: Provide anticipated month/year of dependent's movement.

BLOCK 24 - FROM: Provide location (CITY/STATE/CNTRY) where travel commences.

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BLOCK 25 - TO: Provide location (CITY/STATE/CNTRY) where travel terminates. Include all movements to locations that are leave points and ports of embarkation and debarkation.

BLOCK 26 - MDTVL: Enter two-digit Mode of Travel code contained on reverse side of form (SECTION I/II ADDITIONAL INSTRUCTIONS) which reflects method of transportation utilized by dependents. MDTVL code constructed in the same manner as described in member itinerary, Block 11.

ILLUSTRATIONS #13A, 13B and 13C include examples for Blocks 19 thru 26 and provides background information concerning dependents and their movements as ultimately reflected on the NAVPERS 7041/1.

PART III - HOUSEHOLD GOODS

BLOCK 27 - SHIP. NO.: Provides space for three separate shipments.

BLOCK 28 - DATE SHIPPED FROM OLD PDS: Enter the month/year of the HHG shipment from the old permanent duty station.

BLOCK 29 - EST ARRIVAL AT NEW PDS: Enter month/year household goods are expected to arrive at the new permanent duty station. The Required Delivery Date (RDD) determined by the transportation counselor in accordance with information supplied by the member and provisions of the Department of Defense regulations may be used.

BLOCK 30 - METHOD: Enter "C" for Commercial Shipment or "D" for the Do-it-Yourself method. Reverse side of form (Section III) contains these codes.

BLOCK 31 - SHIP FROM: Enter "R" if household goods were shipped from residence or "S" if shipped from storage. Reverse side of form (Section III) contains these codes.

BLOCK 32 - CITY/STATE/CNTRY ORIGIN: Location from which household goods are being shipped.

BLOCK 33 - CITY/STATE/CNTRY ORIGIN: Location where household goods are to be shipped.

BLOCK 34 - ESTIMATED WEIGHT: Enter the total estimated weight of the member's household goods shipment. An accurate estimate of the weight is very important and may prevent an excess-weight shipment. Three methods of estimating the weight are provided below:

- (1) Past experience from a previous shipment of household goods.
- (2) Estimate 1000 lbs. per room.
- (3) DD 1701, Inventory of Household Goods. This form is an inventory of household goods and can be used to estimate the total weight. The DD 1701 can be obtained through the local transportation office.

NOTE: Assistance can be provided by the counselor at the local transportation office in developing an estimate of household goods weight and obtaining information concerning entitlements to ship/store household goods.

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BLOCK 35 - SHIPMENT CODE: Enter "HHG" for shipments which contain all or the majority of personal effects and property. Enter "EXP" for those HHGs which are shipped separately from the bulk shipment and are required immediately or soon after the arrival of the member from performance of their duty and welfare of his dependents. Reverse side of form (Section III) contains these codes.

NOTE: Complete Blocks 36 through 39 only if storage of household goods is anticipated to be more than 6 months.

BLOCK 36 - ESTIMATED WEIGHT: Enter the estimated weight of household goods to be stored.

BLOCK 37 - DATE STORED: Enter date household goods will enter storage.

BLOCK 38 - EST MOS IN STORAGE: Enter estimated number of months household goods will be in storage.

BLOCK 39 - STORAGE LOCATION: Enter the city/state where goods are to be stored.

ILLUSTRATIONS #14 THROUGH #17 show examples of household goods shipment information as it should appear on the NAVPERS 7041/1.

PART IV - VEHICLES

A. HOUSE TRAILERS

NOTE: The following restrictions regarding the movement of house trailers:

- (1) If the transfer involves a move within the Continental United States and the member is moving a house trailer, the member is not entitled to ship household goods.
- (2) If the member is being transferred to/from overseas, the member may ship household goods to/from overseas and move a house trailer; however, the house trailer cannot be moved outside the Continental United States.

BLOCK 40 - METHOD: Check applicable block (commercial or self) for preferred method of movement.

BLOCK 41 - LOCATION: Provide the location (city/state) that the house trailer is being moved FROM and the location (city/state) that the house trailer is being moved TO. ILLUSTRATION #18 shows an example of a Commercial Trailer Shipment.

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B. PRIVATELY OWNED VEHICLE (POV)

ARE YOU MOVING YOUR POV OR MOTORCYCLE?

(Complete this section only if member is being transferred Overseas)

NOTE: Either a POV or a motorcycle may be shipped overseas as a single vehicle shipment, but not both. If a member wishes to ship both, the motorcycle should be shipped as part of the member's household goods and the POV as a vehicle shipment. When shipping a motorcycle as a household goods, include it in the estimated weight of the household goods shipment.

BLOCK 42 - POV: Check the "YES" box if shipping a POV overseas; otherwise, check the "NO" box.

BLOCK 43 - MOTORCYCLE: Check the "YES" box if shipping a motorcycle overseas; otherwise, check the "NO" box.

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ILLUSTRATION 1

PCS TRAVEL									
NAME (1) DOE, JOHN D.		SSN (2) 123-45-6789		PAY GRADE (3) E5		ORDER NO./AUTHORIZATION (4) B02748			
ACCOUNTING DATA (Fill in the following blanks—Use accounting data on orders)									
(5) N D X B 1 7 8 1 4 0 5 . 2 2 5 L F 0 0 0 0 2 2 A R D X 8 1 1 2 1 2									
COST CODE D X 8 1 2 3 4 5 6 7 8 9									
COMPLETE DATA BELOW AND SUBMIT THREE DAYS BEFORE DETACHMENT									
I YOUR ITINERARY									
A PRESENT DUTY STATION (PDS) (6) FLELOG SUPPRON 24 DET, ROTA SPAIN			HOMEPORT (7) ROTA, SPAIN		DETACHMENT DATE 11/87 (8)		IF DEPLOYED ACTUAL LOC (9)		
B INTERMEDIATE DUTY STATIONS (If more than five use section I on reverse side)									
NAME-LOCATION			MDTVL (See Rev. 1)	NATURE OF DUTY (See Rev. 1)	ELCVN DATE	DURATION TD/DT	LEAVE PERIODS		
(10) SHEPPARD AFB, WITCHITA FALLS, TX			(11) PA	(12) TEMDUINS	(13) 12/11/87	(14) 73 days	(15) 11/20 - 12/8/87		
(16) LITTLE ROCK AFB, LITTLE ROCK, AR			PA	TEMDUINS	2/28/87	71 days			
(17) NAS, N. ISLAND, SAN DIEGO, CA			CA	TEMDUINS	5/22/87	18 days	6/10 - 6/13/88		
(18)									
(19)									
C ULTIMATE PERMANENT DUTY STATION (20) PDS NAS PATUXENT RIVER, MD			PA	PORT (21) PAX R. MD	IF DEPLOYED CHECK ONE (22) <input checked="" type="checkbox"/> ATLANTIC <input type="checkbox"/> PACIFIC <input type="checkbox"/> CARIBBEAN <input type="checkbox"/> MED				
II DEPENDENTS' ITINERARY									
A MARITAL STATUS (23) WILL DEPENDENTS MOVE? (24) INDICATE NUMBER OF DEPENDENTS MOVING BY AGE GROUP (25)									
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (26) UNDER 2 YRS (27) 2-11 YRS (28) 12 YRS & OVER (29) 1									
B DESIGNATED PLACE Are dependents awaiting entry approval or will they establish a permanent residence? (Provide location)									
(30) <input type="checkbox"/> ENTRY APPROVAL <input type="checkbox"/> PERMANENT RESIDENCE AT (CITY/STATE)									
C MOVEMENT OF DEPENDENT(S) (Provide itinerary/See reverse side (SEC I/II) for two letter codes of travel (MDTVL))									
(31) DATE		(32) FROM CITY STATE CNTRY		(33) TO CITY STATE CNTRY		(34) MDTVL (See Rev)			
(35) 11/87		ROTA SPAIN		PHILADELPHIA, PA		(36) GP			
(37) 11/87		PHILADELPHIA, PA		DALLAS, TX		(38) CP			
(39) 6/87		DALLAS, TX		PATUXENT RIVER, MD		(40) PA			
(41)									
III HOUSEHOLD GOODS									
A HOUSEHOLD GOODS (MHG) (Complete block below and the reverse side (SEC III) for additional instructions if you are shipping MHG)									
NO.	DATE SHIPPED: EST. FROM OLD PDS	EST. AT NEW PDS	METHOD	SHIP FROM	CITY/STATE/CNTRY ORIGIN	CITY/STATE/CNTRY DESTINATION	ESTIMATED WEIGHT	SHIPMENT CODE	
1	11/87	6/88	C	R	ROTA, SPAIN	DALLAS, TX	300	EXP	
2	11/87	6/88	C	R	ROTA, SPAIN	PAX RIVER, MD	5000	HHG	
3									
B STORAGE (Complete if storing your MHG for more than six months)									
(42) ESTIMATED WEIGHT		(43) DATE STORED MO DA YR		(44) EST MOS IN STORAGE		(45) STORAGE LOCATION CITY STATE			
 		 		 		 / 			
IV VEHICLES									
A HOUSE TRAILER (Complete if you are moving a house trailer) Check one									
(46) METHOD <input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> SELF		LOCATION		FROM (City/State) (47)		TO (City/State)			
B ARE YOU MOVING YOUR POV OR MOTORCYCLE?									
(48) POV <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		(49) MOTORCYCLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							

SECTION I. YOUR ITINERARY (CONT'D)					
NAME/LOCATION:	MDTVL:	NATURE OF DUTY:	CLCVN DATE:	DURATION TD/TDI:	LEAVE PERIODS:
6					
7					
8					
9					
10					
SECTION I/II MEMBER/DEPENDENTS' ITINERARY (ADDITIONAL INSTRUCTIONS)					
		<u>TWO-LETTER MODES OF TRAVEL</u>		<u>(MDTVL)</u>	
		(a) 1st letter		(b) 2nd letter	
		T - TRANSPORTATION REQUEST		A - AUTO	
		G - GOVERNMENT TRANSPORTATION		B - BUS	
		C - COMMERCIAL TRANSPORTATION		R - RAIL	
		P - PRIVATE VEHICLE		V - VESSEL	
				P - PLANE	
SECTION III. HOUSEHOLD GOODS (ADDITIONAL INSTRUCTIONS)					
METHOD	Use "C" for Commercial Shipments or "D" for Do It Yourself Shipments (DITY).				
SHIP FROM:	Use "R" if shipped from Residence or "S" if shipped from Storage.				
ESTIMATED WEIGHT	Estimate 1000 lbs per room or estimate weight from previous shipments. Your transportation officer can help you with shipping and storage entitlements.				
SHIPMENT CODE	Use "HHG" for Household Goods or "EXP" for Express Shipments.				
ABBREVIATIONS					
CLCVN:	Class Convening Date		PCSVAD:	Permanent Change of Station Variance Analysis	
CNTRY:	Country			Department	
DITY	Do It Yourself Shipments		PDS:	Permanent Duty Station	
EST	Estimated/Estimation		POV:	Privately Owned Vehicle	
EXP	Express Shipments		SHIP:	Shipment	
HHG	Household Goods		SSN:	Social Security Number	
LOC	Location		TD:	Temporary Duty	
MDTVL	Mode of Travel		TDI:	Temporary Duty Under Instruction	
MED	Mediterranean		WT:	Weight	
MOS	Months				
NATURE OF DUTY	Reason for Intermediate Duty Station, e.g. TEMDUINS, TEMDU				
ORDER NO./AUTH	Authority for Permanent Change of Station Transfer - Order Number				
PCS	Permanent Change of Station				
PRIVACY ACT STATEMENT: As the member, you must submit this form. If you don't, administrative action may result. Authority to require this information comes from 5 United States Code 301, Department Regulations, which deals with estimating cost for PCS travel.					
Mail to: (window envelopes may be used) Director Permanent Change Of Station Variance Component 1240 East 9 th Street, Suite 967 Cleveland, Ohio 44199-2088			_____ Signature of Member		

ILLUSTRATION 3

PCS TRAVEL														
NAME	ISSN	PAY GRADE	ORDER NO./AUTHORIZATION											
①	②	③	P0227/39											
ACCOUNTING DATA (fill in the remaining boxes - use accounting data on orders)														
⑤	N													
COST CODE														

28 AUG 1951



ILLUSTRATION 4
DEPARTMENT OF THE NAVY

PERSONNEL SUPPORT ACTIVITY DETACHMENT
RAVALL, STATION
CENTRAL VERMONT 22011-2111

PSD MS/51:rech
1326
OLNOVAL

From: Officer in Charge, Personnel Support Activity Detachment, Naval Station Norfolk, VA 23511-5118

To: ETR

Subj: Order Modification

Ref: (u) BUPERS EPAD TC 2486 DTD 05SEP68

(b) SUPERS TC [B2516/d]

1. In accordance with Ref (a), Ref (b) is modified to read:

PCS TRAVEL																																												
NAME					SSN			PAY GRADE			ORDER NO./AUTHORIZATION B 2514/Q1																																	
ACCOUNTING DATA (fill in the following spaces—use accounting code on orders)																																												
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															1	2	3	4	5	6	7	8	9	0	1	2	3	4	5															
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5																														
COST CODE																																												

ILLUSTRATION 5

[illegible]

ADMINISTRATIVE MESSAGE

ROUTINE

R 300609Z MAR 87 ZTB PGN 271943F26

FM CHNAVPERNS WASHINGTON DC

TO USS ROBERT E PEARY
NAVJANCORESCEN ALBUQUERQUE NM

PERSUPPET ALBUQUERQUE NM

INFO COMNAVRESFOR NEW ORLEANS LA

NAVRESREDCOM REG ELEVEN DALLAS TX

UNCLAS //NO1321//

SUBJ: SUPERS ORDER 06V/ 123-45-6789/1117

CHANGE DUTY ORDER FOR

LT John Dee ~~Dee~~ USNR

~~HMPC44170, HMPC413B~~ HMPC44170, HMPC472C

DETACHING. NAME: PP 1071 ROBERT E PEARV

uic: 59048

ADD: AVS 87 ACC: 100 D-RESID: 1110 D-RANK: LTJG

WHEN DIRECTED BY REPORTING SENIOR, DETACH IN AUG 87 FROM
DUTY.

PCSTRAVEL														
NAME ①				SSN ②			PAY GRADE ③			ORDER NO. AUTHORIZATION ④ 0397				
ACCOUNTING DATA: Fill in the following boxes—Use accounting data on orders:														
⑤	N													
COST CODE														

Enclosure (1)

TO (Name, Title, Department) The Joint Staff Washington, DC 20315		FROM (Name, Title, Department) The Joint Staff Washington, DC 20315
SUBJECT: <u>Physical Examination of Personnel Undergoing Security Clearance</u>		DATE: <u>10/17/78</u>
1. In accordance with the authority granted in references (a) and (b), you will report to the Commanding Officer, <u>Joint Staff, J-1, 1000</u> at <u>1000</u> on <u>10/17/78</u> on physical examination of personnel assigned to the designated place of physical examination, and return to your command.		2. If you are found to be physically qualified, you will return to your command and conduct the examination of personnel assigned to the designated place of physical examination, and return to your command.
3. If you are found to be physically disqualified, you will return to your command and conduct the examination of personnel assigned to the designated place of physical examination, and return to your command.		4. If you are found to be physically disqualified, you will return to your command and conduct the examination of personnel assigned to the designated place of physical examination, and return to your command.

ILLUSTRATION 7

-----ACCOUNTING DATA-----
MAC CIC: 3N5P31234567890
CIC: AR5P316V
PCS ACCOUNTING DATA:
N5P3 1701405.2250 000022 AR 5P3/1/G/V 5P3123456789
PART TWO

BUPERS ORDER: 3282 123-45-6789 (PERS-232)
OFFICIAL ORDERS FOR LCDR JOHN A. DOE, USNR

DETACHING ACTIVITY

Enclosure(1)

28 AUG 1961

[illegible]

PCSTRAVEL			
NAME	SSN	PAY GRADE	ORDER NO. AUTHORIZATION
ACCOUNTING DATA (fill in the following boxes—use accounting code on orders)			
IN	18X7	177160512215A	E 201010122 AR 5X71111217
			COST CODE
			18X711234567189

PHY DUAL FOR TRANS IAN MILPERSMAN 1838140 AND 1838200

AUTH ADVANCE. PUB. DEM. GOV

U.S. GOVERNMENT PRINTING OFFICE

PC91 5017 177 45 2291 000022 121 02/27/72 12/27/72 12/27/72

TELEPHONE NO. 170-6022

05 APR - 21544

TRANS ACTIVITY ASSURE "LOCATION OF" MOBILE UNIT PRIOR TO MEMBER'S TRANSFER.
PROCEED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE ORDER
NAMED.

PCS TRAVEL					
NAME ①	SSN ②	PAY GRADE ③	ORDER NO./AUTHORIZATION ④		
ACCOUNTING DATA: If at all the following please—USE ACCOUNTING DATA ON OTHERS:					
⑤ IN KW7	017	DS	012	T C	01010127 AR CN T/H 2/E
					COST CODE KW7/23456789

ILLUSTRATION 10

APPROPRIATION CHARACTERISTICS AND APPLICATION ACCOUNTING DATA FOR TRAVEL, INC. AND PER SHIP'S OFFICE REQUIRED									
TRC	APPROPRIATION SYMBOL AND SUBSYMBOL	OBJECT CLASS	PERIODICITY	PERIOD DATE	AMOUNT	ACTIVITY	UNIT	PERIOD	SHIP NAME
NEW	1771804.225A				000022	AR		1/2/5	BN7123456789
PER SHIP'S OFFICE ACCOUNTING DATA IS REQUIRED FOR PERIODS OF 12 MONTHS OR MORE. IF PERIOD IS LESS THAN 12 MONTHS, PERIOD DATE IS REQUIRED.									
	1771804.2280	000	00022/1		000022	2D	BN7125		BN7123456789
BY THE PERIODIC OR PERIODIC DATA SECTION OF TRANSPORTATION REQUEST FROM PER ACCOUNTING DATA									
SHIP	SHIP AS ABOVE	SHIP	SHIP AS ABOVE	SHIP AS ABOVE	SHIP AS ABOVE	SHIP AS ABOVE	SHIP AS ABOVE	SHIP AS ABOVE	SHIP AS ABOVE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THE FOLLOWING TRANSPORTATION IS AUTHORIZED: <input checked="" type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION									
THE VESSEL INDICATED IS DIRECTED TO: <input checked="" type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> TRANSPORTATION									
DISBURSING OFFICE IS HEREBY AUTHORIZED AND DIRECTED TO FURNISH DATA TO THE PERIODIC OR PERIODIC DATA SECTION OF THE PERIODIC DATA SECTION.									

PCSTRAVEL			
NAME	SSN	PAY GRADE	ORDER NO/AUTHORIZATION
①	②	③	④
ACCOUNTING DATA IS IN THE FOLLOWING ORDER - LINE ACCOUNTING DATA OF SHIP:			
⑤ BN7123456789 1771804.225A 000 00022/1 000022 AR 1/2/5 AS8987654321			
COST CODE BN7123456789			

ILLUSTRATION 11

RPN ACCOUNTING DATA

THESE FOUR CHARACTERS MUST ALWAYS BE THE SAME

NAS8 178453.225A A 000022 AR AS8 1/1/2/5 AS8987654321

THESE FOUR CHARACTERS MUST ALWAYS BE THE SAME

26 AUG 1988

ILLUSTRATION 12

STANDARD TRANSFER ORDER NAVJAG FORM 1000-1 (REV. 11-87) 11-87 11-87 11-87 11-87 11-87		STANDARD DOCUMENT NO. 612-87	
NAME AND LOCATION OF TRANSFER (FROM AND TO STATION) PERSUPDET ROTA SPAIN (43498) FOR		DATE RECEIVED 87 SEP 29	
OFFICER IN CHARGE (FROM) SUPPRON TWO FOUR DET (UIC: 30653) ROTA SPAIN		CIC: APOX812E	
NREC TC: R1801/79			
NAME OF PAUL	SSN	PAY GRADE RATE AND REC	CLASS
1. DOE, JOHN D.	123-45-6789	RM2/F5 (0000/0000)	USNR-P
2. NAME OF PAUL			
3. NAME OF PAUL			
PROCESSED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE ORDER NAMED			
INTERMEDIATE STATION		NATURE OF DUTY	
MISCELLANEOUS LOADMASTER TRAINING, (SCSSEF, AFB) (ACC:341) GRAD: 21FEB88 RPT NLT 10DEC87		TEMPORARY DUTY UNDER INSTRUCTION	
US AIR FORCE BASE, LITTLE ROCK, AR (STUDENTS) TO ATTEND CLASS 8410 (UIC: 39053) (ACC:341) GRAD: 09MAY88 RPT NLT 27FEB88		TEMPORARY DUTY UNDER INSTRUCTION	
FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING GROUP (ACC:341) GRAD: 06JUN88 RPT NLT 20MAY88 (UIC: 30669)		TEMPORARY DUTY UNDER INSTRUCTION	
FLEET AIR RECONNAISSANCE SQUADRON-VO 4 SEA DUTY DET NAS (ACC:100) (UIC: 42065)		FOR DUTY CREW	
ON WAY AUTHORIZED AT END OF TOUR		TRAVEL PROHIBITED FROM AUTHORIZED	
NUMBER OF DAYS 30		DATE 15JUN88	

COMPLETE DATA BELOW AND SUBMIT THREE DAYS BEFORE DETACHMENT							
YOUR ITINERARY							
A. PRESENT DUTY STATION (POS):		HOME PORT		DETACHMENT DATE		IF DEPLOYED ACTUAL LOC	
FLELOG SUPPRON 24 DET, ROTA SPAIN		ROTA, SPAIN		11/87		5	
B. INTERMEDIATE DUTY STATIONS		C. NATURE OF DUTY		D. CVN DATE		E. DURATION TD/DT	
NAME LOCATION		NATURE OF DUTY		CVN DATE		DURATION TD/DT	
1. SHEPPARD AFB, WICHITA FALLS, TX		PA		12/11/87		73 days	
2. LITTLE ROCK AFB, LITTLE ROCK, AR		PA		2/28/87		71 days	
3. NAS, N. ISLAND, SAN DIEGO, CA		CA		5/22/88		18 days	
4.							
5.							
F. ULTIMATE PERMANENT DUTY STATION		G. PORT		H. DEPLOYED CHECK ON		I. INDIAN OCEAN	
POS: NAS PATUXENT RIVER, MD		PA		F. ATLANTIC		PACIFIC	

2 8 AUG 1991

ILLUSTRATION 13A

DEPENDENTS INFORMATION

- MEMBER MARRIED
- WILL MOVE DEPENDENTS
- THREE DEPENDENTS: SPOUSE - AGE 2
CHILD - AGE
CHILD - AGE
- DEPENDENTS MOVEMENT:
FROM: SPAIN
TO: DALLAS, TX (member leave point)
TO: PATUXENT RIVER, MD

II DEPENDENT'S ITINERARY			
A. MARITAL STATUS		INDICATE NUMBER OF DEPENDENTS MOVING BY AGE GROUP	
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED		UNDER 2 YRS 1 2 YRS 1 12 YRS & OVER 1	
DESIGNATED PLACE: Are dependents seeking entry approval or will they establish a permanent residence? (provide location)			
<input checked="" type="checkbox"/> ENTRY APPROVAL <input type="checkbox"/> PERMANENT RESIDENCE AT CITY/STATE: _____			
B. MOVEMENT OF DEPENDENTS: (Provide itinerary See reverse side - SEC 8 B for full letter mode of travel (MOTVL))			
DATE	FROM CITY/STATE/CNTRY	TO CITY/STATE/CNTRY	MOTVL (See Rev)
11/87	NYTA, SPAIN	PHILADELPHIA, PA	CP
11/87	PHILADELPHIA, PA	DALLAS, TX	CP
6/88	DALLAS, TX	PATUXENT RIVER, MD	PA

ILLUSTRATION 13B

DEPENDENTS INFORMATION

- MEMBER MARRIED
- WILL MOVE DEPENDENTS
- THREE DEPENDENTS: SPOUSE - AGE 28
CHILD - AGE 5
CHILD - AGE 1
- DEPENDENTS MOVEMENT:
FROM: SAN DIEGO
TO: CLEVELAND, OHIO - AWAITING ENTRY APPROVAL
TO: ICELAND

II DEPENDENT'S ITINERARY			
A. MARITAL STATUS		INDICATE NUMBER OF DEPENDENTS MOVING BY AGE GROUP	
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED		UNDER 2 YRS 1 2 YRS 1 12 YRS & OVER 1	
DESIGNATED PLACE: Are dependents seeking entry approval or will they establish a permanent residence? (provide location)			
<input checked="" type="checkbox"/> ENTRY APPROVAL <input type="checkbox"/> PERMANENT RESIDENCE AT CITY/STATE: Cleveland, Ohio			
B. MOVEMENT OF DEPENDENTS: (Provide itinerary See reverse side - SEC 8 B for full letter mode of travel (MOTVL))			
DATE	FROM CITY/STATE/CNTRY	TO CITY/STATE/CNTRY	MOTVL (See Rev)
1/88	San Diego, CA	Cleveland, OH	PA
3/88	Cleveland, OH	Philadelphia, PA	CP
3/88	Philadelphia, PA	Iceland	CP

ILLUSTRATION 13C

DEPENDENTS INFORMATION

- MEMBER MARRIED
- WILL MOVE DEPENDENTS TO DESIGNATED PLACE
- THREE DEPENDENTS: SPOUSE - AGE 28
CHILD - AGE 5
CHILD - AGE 1
- DEPENDENTS MOVEMENT:
FROM: SEATTLE, WA
TO: WASH, D.C.

II DEPENDENT'S ITINERARY			
A. MARITAL STATUS		INDICATE NUMBER OF DEPENDENTS MOVING BY AGE GROUP	
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED		UNDER 2 YRS 1 2 YRS 1 12 YRS & OVER 1	
DESIGNATED PLACE: Are dependents seeking entry approval or will they establish a permanent residence? (provide location)			
<input type="checkbox"/> ENTRY APPROVAL <input checked="" type="checkbox"/> PERMANENT RESIDENCE AT CITY/STATE: Wash. D.C.			
B. MOVEMENT OF DEPENDENTS: (Provide itinerary See reverse side - SEC 8 B for full letter mode of travel (MOTVL))			
DATE	FROM CITY/STATE/CNTRY	TO CITY/STATE/CNTRY	MOTVL (See Rev)
1/88	Seattle, Wash.	Wash. D.C.	PA

28 AUG 1991

ILLUSTRATION 14HOUSEHOLD GOODS INFORMATION

- TWO HHG SHIPMENTS: #1 FROM RESIDENCE
#2 OUT OF STORAGE
- SHIPMENTS: #1 ROTA, SPAIN TO SAN DIEGO
#2 WASHINGTON, D.C. TO SAN DIEGO
- ESTIMATED WEIGHTS: SHIPMENT #1 2000 LBS.
SHIPMENT #2 6000 LBS.

III HOUSEHOLD GOODS										
A. HOUSEHOLD GOODS (HHG) (Complete block 1 below and use reverse side (SEC III) for additional instructions if you are shipping HHG)										
SHIP NO	DATE SHIPPED	EST ARRIVAL	FROM OLD PDS	AT NEW PDS	METHOD	SHIP FROM	CITY STATE ENTRY	CITY/STATE/ENTRY	ESTIMATED WEIGHT	SHIPMENT CODE
							ORIGIN	DESTINATION		
1	2/15/88	4/30/88	C	R			Rota, Spain	San Diego, CA	2000	HHG
2	2/88	4/30/88	C	S			Washington, D.C.	San Diego, CA	6000	HHG
3										

B. STORAGE (Complete if storing your HHG for more than six months)				STORAGE LOCATION	
ESTIMATED WEIGHT	DATE STORED	EST MOS IN STORAGE			
	MO DA YR		CITY / STATE		

ILLUSTRATION 15HOUSEHOLD GOODS INFORMATION

- TWO SHIPMENTS: ONE EXPRESS, ONE HHG
- SHIPMENTS: HHG - ROTA, SPAIN TO PATUXENT RIVER, MD
EXP - ROTA, SPAIN TO DALLAS, TX
- ESTIMATED WEIGHTS: HHG - 5000 LBS.
EXPRESS - 300 LBS.

III HOUSEHOLD GOODS										
A. HOUSEHOLD GOODS (HHG) (Complete block 1 below and use reverse side (SEC III) for additional instructions if you are shipping HHG)										
SHIP NO	DATE SHIPPED	EST ARRIVAL	FROM OLD PDS	AT NEW PDS	METHOD	SHIP FROM	CITY STATE ENTRY	CITY/STATE/ENTRY	ESTIMATED WEIGHT	SHIPMENT CODE
							ORIGIN	DESTINATION		
1	11/87	6/88	C	R			ROTA, SPAIN	DALLAS, TX	300	EXP
2	11/87	6/88	C	R			ROTA, SPAIN	PATUXENT RIVER, MD	5000	HHG
3										

B. STORAGE (Complete if storing your HHG for more than six months)				STORAGE LOCATION	
ESTIMATED WEIGHT	DATE STORED	EST MOS IN STORAGE			
	MO DA YR		CITY / STATE		

ILLUSTRATION 16

HOUSEHOLD GOODS INFORMATION

- TWO HHG SHIPMENTS: 01 TO NEW RESIDENCE
02 TO STORAGE
- SHIPMENTS: 01 SAN DIEGO TO JAPAN
02 STORAGE - SAN DIEGO
- ESTIMATED WEIGHTS: 01 3000 LBS.
02 3000 LBS.

III. HOUSEHOLD GOODS							
SHIP NO	DATE SHIPMENT FIRST ARRIVAL FROM OLD PDS AT NEW PDS	METHOD	SHIPMENT NO.	CITY STATE COUNTRY ORIGIN	CITY STATE COUNTRY DESTINATION	ESTIMATED WEIGHT	SHIPMENT CODE
1	9/5/88 9/30/88	C	2	San Diego, CA	Yokosuka, JA	3000	HHG
2							
3							

IV. STORAGE (Complete if storing your HHG for more than 90 days)			
ESTIMATED WEIGHT	DATE STORED	EST. NO. IN STORAGE	STORAGE LOCATION
NO	DA	VS	CITY / STATE
15000	030588	36	San Diego / CA

ILLUSTRATION 17

HOUSEHOLD GOODS INFORMATION

- DO-IT-YOURSELF (DITY) SHIPMENT
- ESTIMATED WEIGHT: 3000 LBS.
- SHIPMENT: FROM - SAN DIEGO, CA
TO - JACKSONVILLE, FL

III. HOUSEHOLD GOODS							
SHIP NO	DATE SHIPMENT FIRST ARRIVAL FROM OLD PDS AT NEW PDS	METHOD	SHIPMENT NO.	CITY STATE COUNTRY ORIGIN	CITY STATE COUNTRY DESTINATION	ESTIMATED WEIGHT	SHIPMENT CODE
1	1/15/88 1/22/88	D	2	San Diego, CA	Jacksonville, FL	3000	HHG
2							
3							

IV. STORAGE (Complete if storing your HHG for more than 90 days)			
ESTIMATED WEIGHT	DATE STORED	EST. NO. IN STORAGE	STORAGE LOCATION
NO	DA	VS	CITY / STATE

ILLUSTRATION 18

TRAILER SHIPMENT

- COMMERCIAL SHIPMENT
- MOVEMENT: FROM: NEW ORLEANS, LA
TO: CORPUS CHRISTI, TX

IV. VEHICLES			
A. HOUSE TRAILER (Complete if you are moving a house trailer) (Check one)			
METHOD	LOCATION	FROM	TO
<input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> DITY		NEW ORLEANS, LA	CORPUS CHRISTI, TX
B. ARE YOU MOVING YOUR RV OR MOTORCYCLE?			
RV	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	MOTORCYCLE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

BUPERSINST 7040.7
28 AUG 1991

GUIDELINES FOR SUBMISSION OF NAVPERS 7041/1, PCS TRAVEL (TRAVEL
INFORMATION FORM (TIF)) FOR ACCESSION TRAVEL OF RECRUITS

TYPE OF ASSIGNMENT	COMMAND TO SUBMIT THE FORM(S)
From Home or MEPS to Recruit Training Center (Boot Camp)	Not Required
From Recruit Training Center (Boot camp) to First Permanent Duty Station	Recruit Training Center
From Recruit Training Center (Boot camp) to Duty Under Instruction where the length of the course (or courses) of instruction is a cumulative duration of 20 weeks or more	Recruit Training Center
From Recruit Training Center (Boot camp) to Temporary Duty/Temporary Duty Under Instruction when the orders <u>DO NOT</u> designate a Permanent Duty Station	Not Required
From Temporary Duty/Temporary Duty Under Instruction to Duty Under Instruction where the length of the course (or courses) of instruction is a cumulative duration of 20 weeks or more	School or Installation where the duty under instruction is to be performed - itinerary should be from the Recruit Training Center via any temporary duty/temporary duty under instructions
From Temporary Duty/Temporary Duty Under Instruction to Temporary Duty/Temporary Duty Under Instruction when the orders <u>DO NOT</u> designate a Permanent Duty Station	Not Required
From Temporary Duty/Temporary Duty Under Instruction to First Permanent Duty Station	Permanent Duty Station - itinerary should be from the Recruit Training Center via any temporary duty/temporary duty under instructions

21 AUG 1991

CHAPTER III - SECTION IIINAVPERS 7041/1, PCS TRAVELTRAVEL PRIOR TO OR WITHOUT THE ISSUANCE OF A PCS ORDER

1. Expenses under various circumstances may be incurred prior to, or without, issuance of a PCS order or for member who is interned, missing or captured for the following classifications under the authority of Joint Federal Travel Regulations (JFTR):

<u>CLASSIFICATIONS</u>	<u>AUTHORITY</u>	<u>CIC Chart Page No.</u>		<u>Acctg. Guide Page No.</u>	
<u>OPERATIONAL</u> Travel, Land (Miscellaneous) (Not to be used for member's travel)	JFTR, Vol 1 - Chapter 5, Parts C, D, E, F and Chapter 6, Part B	<u>Officer</u> 2-32	<u>Enlisted</u> 2-66	<u>Officer</u> 2-31	<u>Enlisted</u> 2-65
<u>ROTATIONAL</u> Travel To and From Overseas, (Miscellaneous) (Not to be used for member's travel)	JFTR, Vol 1 - Chapter 5, Parts C, D, E and F.	<u>Officer</u> 2-34	<u>Enlisted</u> 2-68	<u>Officer</u> 2-33	<u>Enlisted</u> 2-67
<u>ROTATIONAL</u> Travel To and From Overseas, (Evacuation) (Not to be used for member's travel)	JFTR, Vol 1 - Chapter 6	<u>Officer</u> 2-36	<u>Enlisted</u> 2-70	<u>Officer</u> 2-35	<u>Enlisted</u> 2-69

2. When commands authorize the incurring of permanent change of station expenses for travel of dependents and/or shipment of personal property under the above classifications, they will ensure that officer and enlisted members or--in case of member being officially reported as injured, missing, interned, detained or captured--the applicable command will:

- a. Complete all applicable items on the NAVPERS 7041/1, including the CIC as constructed under Chapter II - Section IV of this Guide.
- b. Assure completion of all items on the back of form.
- c. Forward a NAVPERS 7041/1, with a copy of the document authorizing the expense to be incurred, to Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088.
- d. Follow accounting data assignment procedures as set forth in paragraph 2 and paragraph 3, subparagraphs a through f, Chapter II - Section IV of this Guide.

BUPERSINST 7040.7
21 AUG 1991

CHAPTER III - SECTION IV

NAVPERS 7041/1, PCS TRAVEL

TRAVEL INCIDENT TO A CHANGE OF HOMEPORT OF A SHIP OR

SHIP-BASED STAFF OR PERMANENT STATION OF A MOBILE UNIT

1. When travel of member and/or dependents and shipment of personal property is performed incident to a CHANGE of homeport of a ship or ship-based staff, or CHANGE of a permanent station of a mobile unit, the commanding officer issuing travel orders and/or certificates to naval personnel per U.S. Navy Travel Instruction (NTI), paragraph 7155, shall within 3 days after the effective date shown in the Chief of Naval Operations (CNO) directive ordering the change, prepare and forward to the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088, a package containing:

a. A NAVPERS 7041/1 completed by each officer and enlisted member, who will travel and/or who will move their dependents, ship personal property along with a copy of travel orders and/or certificates. Commands will ensure to:

(1) Include in the NAVPERS 7041/1 a CIC constructed per the following travel classifications as appropriate:

	<u>CIC CHART</u> <u>PAGE NO.</u>	<u>ACCOUNTING GUIDE</u> <u>PAGE NO.</u>
(a) Organized Unit, Land, Officer	2-28	2-27
(b) Organized Unit, To and From Overseas, Officer	2-30	2-29
(c) Organized Unit, Land, Enlisted	2-62	2-61
(d) Organized Unit, To and From Overseas, Enlisted	2-64	2-63

(2) Follow accounting data development procedures set forth in paragraphs 2 and 3, subparagraphs a through f, Chapter II - Section IV of this guide for officers and enlisted members respectively.

(3) Verify that the CIC entered in the NAVPERS 7041/1 is identical with the CIC shown in accounting data of the member's travel order and/or certificate.

b. A letter indicating the number of NAVPERS 7041/1's submitted in connection with the change of homeport of a ship or ship-based staff, or change of permanent station of a mobile unit.

2. Naval personnel moving before or after the time stated in paragraph 1, above, MUST submit a NAVPERS 7041/1 showing intent of personal and/or dependent travel, and shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and/or dependents.

3. When a member is not being moved in squadron aircraft or with the ship (such as ON and OFF crews), and travel of member and/or dependents and shipment of personal property is authorized, the following statement MUST appear in the travel orders:

a. "Movement of dependents, shipment of personal property, and dislocation allowance payment will be accomplished on a change of homeport certification and not on these travel orders."

4. If travel orders or certificates are not issued, a negative report will be submitted within the same time interval.

5. For initial assignment of homeport of a ship or ship-based staff, refer to Section VI of this chapter for guidance and direction.

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CHAPTER III - SECTION V

NAVPERS 7041/1, PCS TRAVEL

TRAVEL INCIDENT TO THE INITIAL ASSIGNMENT OF A HOMEPORT OF A SHIP OR SHIP-BASED STAFF

1. When travel of member and/or dependents, and shipment of personal property is performed incident to an INITIAL assignment of homeport of a ship or ship-based staff, the commanding officer--when authorized to issue travel orders to naval personnel by the Chief of Naval Personnel--shall, within 3 days after the effective date shown in the CNO directive assigning an initial homeport, prepare and forward to the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088, a package containing:

a. NAVPERS 7041/1 completed by each member who will travel and/or who will move their dependents, ship personal property along with a copy of the travel orders. Ensure to:

(1) Include in the NAVPERS 7041/1 a CIC constructed according to the following travel classifications only as appropriate:

	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
(a) Operational, (General) Land, Officer	2-20	2-19
(b) Rotational, (General) To and From Overseas, Officer	2-22	2-21
(c) Operational, (General) Land, Enlisted	2-52 & 53	2-51
(d) Rotational, (General) To and From Overseas, Enlisted	2-55 & 56	2-54

(2) Follow accounting data development procedures as set forth in paragraphs 2 and 3, subparagraphs a through f, Chapter II - Section IV of this guide for officers and enlisted members respectively.

b. A letter indicating the number of NAVPERS 7041/1's submitted in connection with initial assignment of homeport of a ship or ship-based staff.

2. Naval personnel moving before or after the time stated in paragraph 1, above, MUST submit a NAVPERS 7041/1 showing intent of personal and/or dependent's travel as well as shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and/or dependents.

3. In case of ships having both ON and OFF crews where travel of dependents and shipment of personal property is authorized, the travel order for each new member will be substantially worded as follows:

a. ON CREW-OFFICER: Upon commissioning (name of ship and hull designator) detach all previously assigned duties in connection with conversion, fitting out (CFO); report Commanding Officer (BLUE), or (GOLD), (Name of ship and hull designator), for duty.

b. OFF CREW-OFFICER: Upon commissioning (name of ship and hull designator) detach all previously assigned duties in connection with conversion, fitting out (CFO); report Commanding Officer (BLUE), or (GOLD), (Name of ship and hull designator), for duty. When directed, proceed (location of homeport); on arrival, continue present duties.

c. ON CREW-ENLISTED: Effective on date of commission, transfer all personnel on board (Name of ship and hull designator) precommissioning unit duty CFO to Commanding Officer, USS (name of ship and hull designator) (BLUE or GOLD as appropriate) for duty, at (location of homeport).

d. OFF CREW-ENLISTED: Effective on date of commission, transfer all personnel on board (name of ship and hull designator) precommissioning unit duty CFO to Commanding Officer, USS (name of ship and hull designator) (BLUE or GOLD as appropriate) for duty, at (location of homeport).

4. If travel orders are not issued, a negative report will be submitted within the same time interval.

5. For CHANGE of homeport of a ship or ship-based staff, CHANGE of a permanent station of a mobile unit, refer to Section IV of this chapter for guidance and direction.

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CHAPTER III - SECTION VI

NAVPERS 7041/1, PCS TRAVEL

TRAVEL INCIDENT TO RELOCATION OF A SHORE-BASED ACTIVITY

1. When travel of member and/or dependents, and shipment of personal property is performed incident to RELOCATION of a shore-based activity, the commanding officer--when authorized to issue travel orders to naval personnel by the Chief of Naval Personnel--shall, within 3 days after the effective data shown in the SECNAV or CNO directive relocating the shore-based activity, prepare and forward to the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088, a package containing:

a. A NAVPERS 7041/1 completed by each member who will travel and/or who will move their dependents and ship personal property, along with a copy of the travel orders. Ensure to:

(1) Include in the NAVPERS 7041/1 a CIC constructed according to the following travel classifications only as appropriate:

	<u>CIC CHART PAGE NO.</u>	<u>ACCOUNTING GUIDE PAGE NO.</u>
(a) Organized Unit, Land, Officer	2-28	2-27
(b) Organized Unit, To and From Overseas, Officers	2-30	2-29
(c) Organized Unit, Land, Enlisted	2-62	2-61
(d) Organized Unit, To and From Overseas, Enlisted	2-64	2-63

(2) Follow accounting data development procedures as set forth in paragraphs 2 and 3, subparagraphs a through f, Chapter II - Section IV of this guide for officers and enlisted members, respectively.

(3) Verify that the CIC entered in the NAVPERS 7041/1 is identical with the CIC shown in the accounting data of the member's travel orders.

b. A letter indicating the number of NAVPERS 7041/1's submitted in connection with relocation of the shore-based activity.

2. Naval personnel moving before or after the time stated in paragraph 1, above, MUST submit a NAVPERS 7041/1 showing intent of personal and/or dependent's travel and shipment of personal property within the time specified in paragraph 1, above, regardless of when travel will actually be performed by member and/or dependent.

3. If travel orders are not issued, a negative report will be submitted within the same time interval.

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CHAPTER IV - SECTION I

RECALL TO ACTIVE DUTY ORDERS FOR ENLISTED NAVAL RESERVISTS

INCLUDING TEMPORARY ACTIVE DUTY (TEMACDU)

1. Commander, Naval Reserve Force or Naval Reserve Commands authorizing orders to be written to enlisted Naval Reservists ordered to active duty or temporary active duty (TEMACDU) according to Chapter 21 of Enlisted Transfer Manual (TRANSMAN) (NAVPERS 15909C) and Commanding Officer, Naval Reserve Personnel Center authorizing orders to be written to Naval Reservists ordered to active duty and assignment to authorized Training and Administration of Naval Reserve (TAR) billets (Air and Surface Programs) per Chapter 22 of TRANSMAN will:

a. Prior to the beginning of each fiscal year, assign a block of order numbers to each order-writing activity and advise the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088, of the block of numbers so assigned.

b. Initiate a new numbering system beginning with the number "one" at commencement of each fiscal year.

2. Activities preparing orders will:

a. Consecutively number the active duty orders issued during each fiscal year within the block of numbers assigned and maintain a control file in order number sequence to ensure that all numbers are issued and used in their proper sequence. Each order number may be followed by an alpha letter commencing with the letter "A" to identify different types of active duty orders; for example, (1A), (1B), etc.

b. Precede each order number by their Unit Identification Code (UIC) and follow the UIC by two characters of the fiscal year in which the member is scheduled to travel; e.g., 63139/1A/77, 63139/1B/77, or 00175/2/77, etc.

c. For general guidance, the following rule should apply in determining whether a cancellation or modification should be utilized:

If active duty orders are written and the Planned Active Duty Date is changed, orders should be cancelled and re-issued at a later date with a new order number.

d. Ensure that order numbers which have been assigned and then cancelled will not be re-issued. Advise the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088, of such unused numbers.

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e. Ensure that only one control number is assigned to a set of orders and that the same number is assigned to each modification or cancellation to preclude duplication of numbers for two different active duty orders.

f. Forward one legible copy of each active duty order issued and executed together with a member's completed NAVPERS 7041/1 as set forth in Chapter III - Section II of this guide. If SF 1169's, U.S. Government Transportation Request, and/or DD 652's, Uniformed Services Meal Ticket, are issued, copy of the order MUST contain a legible endorsement showing TR/MT citation and costs thereof.

g. Forward one legible copy of each order that is modified or cancelled, with a legible copy of the modification or cancellation, to the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088. An additional NAVPERS 7041/1 will not be required for the modification or cancellation.

NOTE: If the modification action changes the date member is ordered to active duty, revised accounting data must be cited.

h. When active duty orders are not completely executed, for any reason (such as, physically disqualified, hardship cases, etc.), and some travel has been performed in connection, advise the Director, Permanent Change of Station Variance Component, 1240 East 9th Street, Suite 967, Cleveland, OH 44199-2088, of the portion of the order that was executed.

i. Follow accounting data development procedures as set forth in paragraph 3, subparagraphs a through f, Chapter II - Section IV of this guide.

3. The Permanent Change of Station Variance Component (PC SVC), will establish the necessary controls to ensure receipt of orders and NAVPERS 7041/1's as follows:

a. Upon receipt of active duty orders, check against the control to determine receipt/non-receipt of the order and/or NAVPERS 7041/1.

b. Initiate tracer action to ascertain the status of missing order numbers or NAVPERS 7041/1 through the Chief of Naval Reserve, Naval Reserve Readiness Commands, or the Commanding Officer, Naval Reserve Personnel Center.

c. Return orders to the orderwriting activity for verification when an order control number is assigned to more than one set of orders.

d. Maintain a record by month of detachment and fiscal year of active duty orders written by Commander, Naval Reserve Force; or the Commanding Officer, Naval Reserve Personnel Center.

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CHAPTER V - SECTION I

USE OF SF 1169, U.S. GOVERNMENT TRANSPORTATION REQUEST, FOR BULK PURCHASE
OF BUS TICKETS AND CERTAIN GROUP MOVEMENTS

1. This section applies when issuing a single SF 1169, U.S. Government Transportation Request (GTR), for bulk purchase of local bus tickets (limited to not more than 30 day supply) or group movements via chartered transportation. All orders must indicate that the travel costs are chargeable to Navy PCS appropriation (17-1453.2250/2251/2252/2253/2254/2255 or 17-1405.225A/225D/225L/225R/225T/225U). These procedures do not apply to chartered transportation arrangements for recruit movements from local bus, railroad, or airport terminals by Navy Recruiting Districts/MEPS. Do not include travelers with orders that pertain to other funds on the GTR. Navy Recruiting Districts/MEPS chartering transportation for recruits from local area bus, rail or airport terminals will continue to follow procedures outlined in Navy Travel Instructions (NTI), paragraph 3120.2a.

2. Refer to Table I of this section, column entitled "Month of Purchase - Charter," to determine accounting data to be shown in the Fiscal Data block of the GTR. Insert information in columns 1, 2, 3, 5, 6, 7 and 8 exactly as shown. Determine the entries of columns 4 and 9 as follows:

a. Column 4 - Enter the applicable 5-character functional account number of the member only, selected from paragraph 024283, Navy Comptroller Manual.

<u>FUNCTIONAL ACCOUNT NUMBER (FAN)</u>	<u>TO BE USED WHEN TICKETS PURCHASED FOR</u>
74M72	Charter Airplane
74M87	Transportation by Government-owned conveyance operated by industrial-commercial activities
74M92	Bulk purchase of bus tickets
74M92	Charter Bus (public carrier)
74M92	Charter Train

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b. Column 9 - Replace "X's" in the cost code as follows:

(1) 5th character - Enter last character of the fiscal year in which the purchase-charter was made.

(2) 6th and 7th characters - Enter code for type of transaction:

<u>CODE</u>	<u>TRANSACTION</u>
10	Bulk purchase of bus tickets
20	Charter Bus (public carrier)
30	Charter Train
40	Charter Airplane
50	Transportation by Government-owned conveyance operated by industrial-commercial activities

(3) 8th through 12th characters - Enter 5-character Unit Identification Code of the activity issuing the GTR. (If less than 5 characters appear, precede the code with zeros.)

NOTE: A typical Cost Code for the bulk purchase of bus tickets during October 1991 appear as follows:

ZN#J21000190

3. Activities issuing GTR's for bulk purchase of bus tickets will maintain appropriate records to account for each ticket issued against a particular GTR.

CHAPTER V - SECTION I
ACCOUNTING GUIDE

PERMANENT CHANGE OF STATION TRAVEL

MONTH OF PURCHASE CHARTER	ACCOUNTING DATA TO BE INSERTED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST (GTR) USED FOR BULK PURCHASE OF BUS TICKETS AND CERTAIN GROUP MOVEMENTS								
	(1)		(3)		(5)	(6)	(7)	(8)	(9)
		APPRO- PRIATION	SUB- HEAD	O.C.	BCN (FAN)	SUBALLOT RANK/RATE	AAA	TYPE (OPTAR) CUSTOMER	PAA b/ ID CODE
JAN		17*1405.225L	21	INSERT	Y	000022	AZ	000000	ZN#AXXXXXXXXXX
FEB		17*1405.225L	21	APPROPRIATE	Y	000022	AZ	000000	ZN#BXXXXXXXXX
MAR		17*1405.225L	21	NUMBER	Y	000022	AZ	000000	ZN#CXXXXXXXXX
APR		17*1405.225L	21		Y	000022	AZ	000000	ZN#DXXXXXXXXX
MAY		17*1405.225L	21	SEE	Y	000022	AZ	000000	ZN#EXXXXXXXXXX
JUN		17*1405.225L	21	NAVCOMPT	Y	000022	AZ	000000	ZN#FXXXXXXXXX
JUL		17*1405.225L	21	MANUAL	Y	000022	AZ	000000	ZN#GXXXXXXXXX
AUG		17*1405.225L	21	PARA 024283	Y	000022	AZ	000000	ZN#HXXXXXXXXX
SEP		17*1405.225L	21		Y	000022	AZ	000000	ZN#IXXXXXXXXXX
OCT		17*1405.225L	21		Y	000022	AZ	000000	ZN#JXXXXXXXXX
NOV		17*1405.225L	21		Y	000022	AZ	000000	ZN#KXXXXXXXXX
DEC		17*1405.225L	21		Y	000022	AZ	000000	ZN#LXXXXXXXXX

* Insert the last character of the fiscal year in which the purchase-charter was made.

** See Chapter V - Section I, para. 2, for instructions on replacement of X's shown above.

Note: A typical cost code for the bulk purchase of bus tickets during October 1991 will have 12 characters and will appear as follows: ZN#J21000190

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CHAPTER VI - SECTION I

INFORMATION REQUIRED IN ENLISTED AVAILABILITY REPORTS

1. Per Chapter 20 of Enlisted Transfer Manual (NAVPERS 15909C), the first five characters of the Customer Identification Code (CIC) will be shown in all availability reports submitted to the Chief of Naval Personnel or Enlisted Personnel Management Center (EPMAC) for one or more of the following categories of personnel:
 - a. Recruits
 - b. Graduates/Non-Graduates from school courses of less than 20 weeks
 - c. General detail availabilities (Personnel reported by MEPS and recruiting districts or naval stations)
 - d. Disciplinary personnel
 - e. Hospital availabilities
2. For further guidance in processing availabilities, refer to Chapter 20 of the Enlisted Transfer Manual.